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Gouvernement
du Canada

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Info --- Source

**Sources
of Federal
Employee
Information
1993-1994**

Canada

Info Source[®]

Sources of Federal Employee Information 1993-1994

Treasury Board Secretariat
Administrative Policy Branch
Information, Communications
and Security Policy Division

Info Source

Source
of Federal
Employee
Information
1993-1994

© Minister of Supply and Services Canada, 1994
Catalogue No. BT51-3/12-1994
ISBN 0-660-59605-9
ISSN 1188-7893

Table of Contents

Introduction

About Info Source.....	I
Inside Info Source	I
Privacy Act.....	III
Using Info Source quickly and effectively	V
Where to obtain more information.....	V
Privacy Coordinators	VII
Standard Bank Descriptions.....	XXII

Chapters

1 Agriculture and Agri-Food Canada.....	1	22 Canadian Heritage.....	35
<i>(formerly Agriculture Canada; also programs of Consumer and Corporate Affairs Canada)</i>		<i>(formerly programs of the Department of the Secretary of State of Canada, Communications Canada, Consumer and Corporate Affairs Canada, Health and Welfare Canada, Multiculturalism and Citizenship Canada and Parks Canada)</i>	
2 Atlantic Canada Opportunities Agency.....	7	23 Canadian Human Rights Commission.....	36
3 Atlantic Pilotage Authority Canada	8	24 Canadian International Development Agency	37
4 Atomic Energy Control Board	8	25 Canadian International Trade Tribunal.....	37
5 Bank of Canada.....	9	26 Canadian Museum of Civilization.....	38
6 Canada Council.....	13	27 Canadian Museum of Nature	38
7 Canada Deposit Insurance Corporation	13	28 Canadian Polar Commission	39
8 Canada Labour Relations Board	14	29 Canadian Radio-television and Telecommunications Commission	39
9 Canada Lands Company Limited.....	14	30 Canadian Saltfish Corporation.....	39
10 Canada Mortgage and Housing Corporation	15	31 Canadian Security Intelligence Service	40
11 Canada-Newfoundland Offshore Petroleum Board.....	18	32 Canadian Space Agency.....	46
12 Canada-Nova Scotia Offshore Petroleum Board Office.....	19	33 Canadian Wheat Board.....	46
13 Canada Ports Corporation	19	34 Citizenship and Immigration	46
14 Canada Post Corporation	19	<i>(formerly Employment and Immigration Canada; also programs of Multiculturalism and Citizenship Canada)</i>	
15 Canadian Advisory Council on the Status of Women	30	35 Copyright Board Canada	48
16 Canadian Centre for Management Development.....	31	36 Correctional Investigator Canada, The	48
17 Canadian Centre for Occupational Health and Safety.....	32	37 Correctional Service of Canada.....	48
18 Canadian Commercial Corporation	33	38 Defence Construction Canada	50
19 Canadian Cultural Property Export Review Board.....	33	39 Department of Finance Canada	50
20 Canadian Dairy Commission	33	40 Department of Justice Canada	51
21 Canadian Film Development Corporation.....	34	41 Environment Canada	51
		<i>(see also Canadian Heritage)</i>	
		42 Export Development Corporation.....	52
		43 Farm Credit Corporation Canada.....	54
		44 Federal Business Development Bank.....	55
		45 Federal Office of Regional Development (Quebec)	56
		46 Fisheries and Oceans.....	56
		47 Foreign Affairs and International Trade Canada	58
		<i>(formerly External Affairs and International Trade Canada)</i>	
		48 Freshwater Fish Marketing Corporation.....	60
		49 Great Lakes Pilotage Authority Canada	60

50	Hazardous Materials Information Review Commission	61	79	Office of the Commissioner of Official Languages	97
51	Health Canada	61	80	Office of the Grain Transportation Agency Administrator	98
	<i>(formerly Health and Welfare Canada; also programs of Consumer and Corporate Affairs Canada)</i>		81	Office of the Inspector General of the Canadian Security Intelligence Service	99
52	Human Resources Development Canada	63	82	Office of the Superintendent of Financial Institutions Canada	99
	<i>(formerly Employment and Immigration; also programs of Health and Welfare Canada and the Department of the Secretary of State of Canada)</i>		83	Pacific Pilotage Authority Canada	99
53	Immigration and Refugee Board	64	84	Patented Medicine Prices Review Board	100
54	Indian and Northern Affairs Canada	65	85	Pension Appeals Board	100
55	Industry Canada	65	86	Privy Council Office	101
	<i>(formerly Industry, Science and Technology Canada and Investment Canada; also programs of Communications Canada and Consumer and Corporate Affairs Canada)</i>		87	Procurement Review Board of Canada	101
56	International Development Research Centre	68	88	Public Service Commission of Canada	102
57	Labour Canada	70	89	Public Service Staff Relations Board	117
58	Laurentian Pilotage Authority Canada	70	90	Public Works and Government Services Canada	119
59	Medical Research Council of Canada	71		<i>(formerly Public Works Canada and Supply and Services Canada; also programs of Communications Canada and the Department of the Secretary of State of Canada)</i>	
60	National Archives of Canada	71	91	RCMP External Review Committee	121
61	National Arts Centre	75	92	RCMP Public Complaints Commission	122
62	National Capital Commission	75	93	Revenue Canada Customs, Excise and Taxation	123
63	National Defence	76	94	Royal Canadian Mint	125
64	National Energy Board	89	95	Royal Canadian Mounted Police	127
65	National Farm Products Marketing Council	89	96	Security Intelligence Review Committee	133
66	National Film Board	89	97	Social Sciences and Humanities Research Council of Canada	134
67	National Gallery of Canada	90	98	Solicitor General Canada, Ministry Secretariat	134
68	National Library of Canada	90	99	St. Lawrence Seaway Authority, The	135
69	National Museum of Science and Technology	90	100	Standards Council of Canada	136
70	National Parole Board	91	101	Statistics Canada	137
71	National Research Council Canada	91	102	Status of Women Canada	138
72	National Transportation Agency of Canada	93	103	Transport Canada	138
73	Natural Resources Canada	93	104	Transportation Safety Board of Canada	141
	<i>(formerly Energy, Mines and Resources Canada and Forestry Canada)</i>		105	Treasury Board of Canada Secretariat	141
74	Natural Sciences and Engineering Research Council of Canada	94		<i>(also Office of the Comptroller General)</i>	
75	Northern Pipeline Agency Canada	95	106	Veterans Affairs Canada	152
76	Northwest Territories Water Board	95	107	Western Economic Diversification Canada	153
77	Office of the Auditor General of Canada	96	108	Yukon Territory Water Board	153
78	Office of the Chief Electoral Officer	96			

NOTE: The following titles have been affected by the recent restructuring of government.

Agriculture Canada

(see Agriculture and Agri-Food Canada)

Communications Canada

(see Canadian Heritage, Industry Canada and Public Works and Government Services Canada)

Consumer and Corporate Affairs Canada

(see Agriculture and Agri-Food, Health Canada, Canadian Heritage or Industry Canada)

Department of the Secretary of State of Canada

(see Human Resources Development, Canadian Heritage or Public Works and Government Services Canada)

Employment and Immigration

(see Human Resources Development or Citizenship and Immigration)

Energy, Mines and Resources Canada

(see Natural Resources Canada)

External Affairs and International Trade Canada

(see Foreign Affairs and International Trade Canada)

Forestry Canada

(see Natural Resources Canada)

Industry, Science and Technology Canada

(see Industry Canada)

Labour Canada

(see Human Resources Development)

Multiculturalism and Citizenship Canada

(see Canadian Heritage or Citizenship and Immigration)

Health and Welfare Canada

(see Health Canada, Human Resources Development Canada or Canadian Heritage)

Investment Canada *(see Industry Canada)*

Office of the Comptroller General

(see Treasury Board of Canada Secretariat)

Public Works Canada

(see Public Works and Government Services Canada)

Supply and Services Canada

(see Public Works and Government Services Canada)

Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

Info Source (Sources of Federal Employee Information), will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the Privacy Act.

This book is a complementary volume to **Info Source (Sources of Federal Government Information)** which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the Access Register and the Index to Personal Information, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by update bulletins which are issued twice a year.

Inside Info Source

This **Info Source** book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this book, some essential points about the Privacy Act, and directions on how to locate information by using **Info Source** or by making a formal request under the Privacy Act;
- an index of Privacy Coordinators, which is organized in the same order as the Table of Contents; and
- the description of the contents of Standard Banks – see definition below.

Chapters

There is one chapter for each federal government department or agency subject to the Privacy Act. Each chapter contains a list or a description of personal information banks relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

Standard Banks Standard Banks consist of administrative information which many government institutions maintain about their employees. Types of information include "Employee Personal Records", "Pay and Benefits" and "Training and Development". Not all government institutions require for each employee all the records described in the Standard Banks.

Central Banks These banks include information about employees from all or several government institutions. They are maintained by central agencies such as the Public Service Commission, the Treasury Board Secretariat and Supply and Services.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The Privacy Act gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask. In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the Privacy Act. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential. The federal government must keep some personal information confidential under the Privacy Act, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the Privacy Act there are certain procedures to follow.

Obtain a Personal Information Request Form at any location where **Info Source** is available.

- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Personnel Records Centre, National Archives of Canada, Tunney's Pasture, Ottawa, Canada K1A 0N3. There is no charge to apply for information under the Privacy Act.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the Privacy Act. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the Privacy Act are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled has the right to apply to the Federal Court – Trial Division.

You can write or call the Privacy Commissioner's office at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3

Telephone: 995-2410 in Ottawa-Hull
1-800-267-0441 (national toll free number)

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter on the department or agency you think has the information, and check the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Privacy Coordinator's office should provide the answer.

For persons with disabilities: Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

Where to obtain more information

For more information about the Privacy Act, you may contact (please see note below):

Communications and Coordination Directorate
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5

Telephone: (613) 957-2400

You may consult **Info Source** publications and obtain copies of brochures on the Access to Information Act and the Privacy Act, at various locations within departments and agencies, such as the Office of the Access to Information and Privacy Coordinator and the library.

If you would like to purchase a copy of this publication, please contact:

Canada Communications Group – Publishing

Telephone: (819) 956-4802

Fax: (819) 994-1498

For information on the **Info Source** database, please call:

Information, Communications and Security Policy Division,

Treasury Board of Canada Secretariat

(613) 957-2408

For information on subscribing to the **Info Source** database, please call:

QL Systems Limited

Toll Free: 1-800-387-0899

Telephone: (613) 238-3499

Fax: (613) 238-7597

You may also obtain information from the Offices of the Access to Information and Privacy Coordinators listed in the next pages.

Please Note: Privacy requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Please note: Federal organizations affected by the recent restructuring of government are listed here according to their former names, which are followed by the new names in brackets.

Agricultural Products Board

See Agriculture Canada

Agricultural Stabilization Board

See Agriculture Canada

Agriculture Canada

(Agriculture and Agri-Food Canada)

Sir John Carling Bldg.

Room 8101

930 Carling Avenue

Ottawa, Ontario

K1A 0C5

(613) 995-5118

Atlantic Canada Opportunities Agency

770 Main Street

10th Floor

P.O. Box 6051

Moncton, New Brunswick

E1C 9J8

(506) 851-3845

Atlantic Pilotage Authority Canada

Bank of Montreal Tower

5151 George Street

Suite 1203

Halifax, Nova Scotia

B3J 1M5

(902) 426-2550

Atomic Energy Control Board

270 Albert Street, 4th Floor

Ottawa, Ontario

K1P 5S9

(613) 995-1221

Bank of Canada

234 Wellington St.

4th floor,

Ottawa, Ontario

K1A 0G9

(613) 782-8135

Bureau of Pension Advocates

see Veterans Affairs Canada

Canada Council

99 Metcalfe Street
3rd Floor
P.O. Box 1047
Ottawa, Ontario
K1P 5V8

(613) 237-3400

Canada Deposit Insurance Corporation

Place de Ville, Tower A
320 Queen Street, 22nd Floor
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5

(613) 996-2081

Canada Employment and Immigration Commission

See Employment and Immigration
Canada (Human Resources
Development, Citizenship and
Immigration)

Canada Labour Relations Board

C.D. Howe Bldg., West Tower
240 Sparks Street
4th floor
Ottawa, Ontario
K1A 0X8

(613) 996-9466

Canada Lands Company Limited

Sir Charles Tupper Building
Room D516
Riverside Drive
Ottawa, Ontario
K1A 0M2

(613) 736-2774

Canada Mortgage and Housing Corporation

682 Montreal Road
Room 158
Ottawa, Ontario
K1A 0P7

(613) 748-4632

Canada-Newfoundland Offshore Petroleum Board

TD Place, 140 Water Street
Suite 500
St. John's, Newfoundland
A1C 6H6

(709) 778-1464

Canada Ports Corporation

99 Metcalfe Street
Room 856
Ottawa, Ontario
K1A 0N6

(613) 957-6787

Canada Post Corporation

- Privacy only

Station 235, Building B,
Confederation Heights
Ottawa, Ontario
K1A 0B1

(613) 734-6872

**Canadian Advisory Council on
the Status of Women**

110 O'Connor St., 9th floor
Ottawa, Ontario
K1P 5M9

(613) 992-4975

**Canadian Centre for
Management Development**

De La Salle Campus
373 Sussex Drive
P.O. Box 420, Station A
Ottawa, Ontario
K1N 8V4

(613) 995-6170

**Canadian Centre for
Occupational Health and Safety**

250 Main Street East
Hamilton, Ontario
L8N 1H6

(416) 572-2981

**Canadian Commercial
Corporation**

50 O'Connor Street
11th Floor
Ottawa, Ontario
K1A 0S6

(613) 996-0262

**Canadian Cultural Property
Export Review Board**

Journal Building, North Tower
300 Slater Street, Room 500
Ottawa, Ontario
K1A 0C8

(613) 990-4161

Canadian Dairy Commission

6th floor, Pebb Building
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2

(613) 998-9490

**Canadian Film Development
Corporation**

Tour de la Banque nationale
14th floor
600 de la Gauchetiere St. West
Montreal, Quebec
H3B 4L2

(514) 283-6363

Canadian Forces

See National Defence

**Canadian Government
Standards Board**

See Supply and Services Canada
(Public Works and Government
Services)

Canadian Grain Commission

See Agriculture Canada

**Canadian Human Rights
Commission**

Place de Ville, Tower A
320 Queen Street, 13th Floor
Ottawa, Ontario
K1A 1E1

(613) 995-1151

**Canadian International
Development Agency**

Place du Centre, 12th floor
200, promenade du Portage
Hull, Quebec
K1A 0G4

(613) 997-3883

**Canadian International Trade
Tribunal**

Journal Bldg., South Tower
365 Laurier Ave. West
19th floor
Ottawa, Ontario
K1A 0G7

(613) 990-2452

**Canadian Museum of
Civilization**

100 Laurier Street
Box 3100, Station B
Hull, Quebec
J8X 4H2

(613) 776-7115

Canadian Museum of Nature

Victoria Memorial Museum
Building
Metcalf and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4

(613) 996-3102

Canadian Pension Commission

See Veterans Affairs Canada

Canadian Polar Commission

Constitution Square, Suite 1710
360 Albert Street
Ottawa, Ontario
K1R 7X7

(613) 943-8605

**Canadian Radio-television and
Telecommunications
Commission**

Les Terrasses de la Chaudiere,
Central Bldg,
1 Promenade du Portage
5th Floor
Hull, Quebec
K1A 0N2

(819) 994-5366

Canadian Saltfish Corporation

See Fisheries and Oceans

Canadian Security Intelligence Service

284 Wellington Street

P.O. Box 9732

Station Terminal

Ottawa, Ontario

K1G 4G4

(613) 993-1159

Canadian Space Agency

C.D. Howe Building, West Tower
8th Floor

240 Sparks Street

Ottawa, Ontario

K1A 1A1

(613) 991-2103

Canadian Wheat Board

423 Main Street

P.O. Box 816

Winnipeg, Manitoba

R3C 2P5

(204) 983-3453

Communications Canada

(Canadian Heritage, Industry
Canada, Public Works and
Government Services)

Journal Bldg., North Tower

300 Slater Street, Room 412

Ottawa, Ontario

K1A 0C8

(613) 990-6015

Consumer and Corporate Affairs Canada

Place du Portage,

Phase I, Zone 8

50, Victoria Street, 23rd Floor

Hull, Quebec

K1A 0C9

(819) 997-2704

Copyright Board Canada

Vanguard Building

501 – 171 Slater Street

Ottawa, Ontario

K1A 0C9

(613) 952-8621

Correctional Investigator Canada

Journal Bldg., South Tower

365 Laurier Ave. West

P.O. Box 2324, Station D

Ottawa, Ontario

K1P 5W5

(613) 990-2692

Correctional Service Canada

340 Laurier Avenue West

Ottawa, Ontario

K1A 0P9

(613) 995-3466

Custodian of Enemy Property

See Supply and Services Canada
(Public Works and Government
Services)

Defence Construction Canada

Sir Charles Tupper Bldg, A Wing,
3rd

Floor

Confederation Heights

Ottawa, Ontario

K1A 0K3

(613) 998-9539

Department of Finance Canada

Esplanade Laurier, East Tower

140 O'Connor Street

21st Floor

Ottawa, Ontario

K1A 0G5

(613) 992-6921

Department of Justice Canada

Justice Building, Room 302

Wellington and Kent Streets

Ottawa, Ontario

K1A 0H8

(613) 952-8361

Department of the Secretary of State of Canada

(Human Resources Development,
Canadian Heritage, Public Works
and Government Services)

Jules Leger Bldg,

15 Eddy St., Room 9F23

Hull, Quebec

K1A 0M5

(819) 997-6877

Director of Soldier Settlement

See Veterans Affairs Canada

**Director Veterans' Land Act,
The**

See Veterans Affairs Canada

**Employment and Immigration
Canada**

(Citizenship and Immigration,
Human Resources Development)

Place du Portage, Phase IV

140 Promenade du Portage

13th Floor

Hull, Quebec

K1A 0J9

(819) 994-0584

**Energy, Mines and Resources
Canada**

(Natural Resources Canada)

580 Booth Street

2nd floor

Ottawa, Ontario

K1A 0E4

(613) 995-1236

**Energy Supplies Allocation
Board**

See Energy, Mines and
Resources

Canada (Natural Resources
Canada)

Environment Canada

Terrasses de la Chaudiere

10 Wellington Street, 4th Floor

Hull, Quebec

K1A 0H3

(819) 997-4552

Export Development Corporation

151 O'Connor Street
6th Floor
P.O. Box 655
Ottawa, Ontario
K1P 5T9
(613) 598-2899

External Affairs and International Trade Canada

(Foreign Affairs and International Trade Canada)
Lester B. Pearson Building
Tower A
125 Sussex Drive, 1st Floor
Ottawa, Ontario
K1A 0G2
(613) 992-1487

Farm Credit Corporation Canada

P.O. Box 4320
Regina, Saskatchewan
S4P 4L3
(306) 780-8608

Federal Business Development Bank

800 Victoria Square
Tour de la Place-Victoria
P.O. Box 335
Montreal, Quebec
H4Z 1L4
(514) 283-5904

Federal Mortgage Exchange Corporation

See Department of Finance
Canada

Fisheries and Oceans

Centennial Towers
200 Kent Street, 10th Floor
Ottawa, Ontario
K1A 0E6
(613) 993-2937

Fisheries and Oceans Research Advisory Council

See Fisheries and Oceans

Fisheries Prices Support Board

See Fisheries and Oceans

Forestry Canada

(Natural Resources Canada)
Place Vincent Massey
Cabinet and Executive Support
Division
351 St. Joseph Boulevard
21st Floor
Hull, Quebec
K1A 1G5
(613) 997-1107

Freshwater Fish Marketing Corporation

See Fisheries and Oceans

**Great Lakes Pilotage Authority
Canada**

132 – 2nd Street East
P.O. Box 95
Cornwall, Ontario
K6H 5R9

(613) 933-2995

**Hazardous Materials
Information Review
Commission**

66 Slater Street
Suite 400
Ottawa, Ontario
K1A 0C9

(613) 993-4331

Health and Welfare Canada

(Health Canada)
Brooke Claxton Building
Room 1318
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

(613) 954-8744

**Historic Sites and Monuments
Board of Canada**

See Environment Canada

Immigration and Refugee Board

240 Bank Street
Ottawa, Ontario
K1A 0K1

(613) 995-3514

**Indian and Northern Affairs
Canada**

Les Terrasses de la Chaudiere,
North
Tower
10 Wellington Street
Room 1015
Hull, Quebec
K1A 0H4

(819) 953-9357

**Industry, Science and
Technology Canada**

(Industry Canada)
C.D. Howe Building
235 Queen Street
3rd floor West
Ottawa, Ontario
K1A 0H5

(613) 954-2752

**International Development
Research Centre**

P.O. Box 8500
Ottawa, Ontario
K1G 3H9

(613) 236-6163

**Jacques Cartier and Champlain
Bridges Inc.**

See The St. Lawrence Seaway
Authority

Labour Canada

Place du Portage
Phase II, 6th floor,
Hull, Quebec
K1A 0J2

(819) 953-9019

**Laurentian Pilotage Authority
Canada**

1080 Beaver Hall Hill
Room 1402
Montreal, Quebec
H2Z 1S8

(514) 283-6320

**Medical Research Council of
Canada**

Jeanne Mance Building
Room 2004
Tunney's Pasture
Ottawa, Ontario
K1A 0W9

(613) 954-1819

**Merchant Seamen
Compensation Board**

See Labour Canada

**Multiculturalism and Citizenship
Canada**

(Canadian Heritage, Citizenship
and Immigration)
Room 9F23
15 Eddy Street
Hull, Quebec
K1A 0M5

(819) 997-2894

National Archives of Canada

344 Wellington Street
Room 3113
Ottawa, Ontario
K1A 0N3

(613) 996-9738 – Access to
Information

(613) 954-4141 – Privacy

National Arts Centre

1 Confederation Square
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

(613) 996-5051

**National Battlefields
Commission**

See Environment Canada

National Capital Commission

161 Laurier Avenue West
13th Floor
Ottawa, Ontario
K1P 6J6

(613) 239-5051

National Defence Centre Block

101 Colonel By Drive
13th Floor
Ottawa, Ontario
K1A 0K2

(613) 995-1421 – Access to
Information

National Defence

234 Laurier Avenue West
Room 1928
Ottawa, Ontario
K1A 0K2

(613) 995-5938 – Privacy

National Energy Board

473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5

(613) 990-3167

**National Farm Products
Marketing Council**

Martel Building
270 Albert Street, 13th Floor
P.O. Box 3430 Station D
Ottawa, Ontario
K1P 6L4

(613) 995-2297

National Film Board

P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5

(514) 283-9831

National Gallery of Canada

380 Sussex Drive
Room 532
P.O. Box 427
Station A
Ottawa, Ontario
K1N 9N4

(613) 990-1928

National Library of Canada

395 Wellington Street
Room 211E
Ottawa, Ontario
K1A 0N4

(613) 995-3904

**National Museum of Science
and Technology**

2825 Sheffield Road
P.O. Box 9724
Station T
Ottawa, Ontario
K1G 5A3

(613) 991-3033

National Parole Board

Sir Wilfrid Laurier Building
340 Laurier Avenue West
9th Floor
Ottawa, Ontario
K1A 0R1

(613) 954-5946

**National Research Council
Canada**

Building M-58
Room E-123, Montreal Road
Ottawa, Ontario
K1A 0R6

(613) 990-2558

National Transportation Agency of Canada

Jules Leger Building
15 Eddy Street
16th Floor
Hull, Quebec
K1A 0N9
(819) 994-2564

Natural Sciences and Engineering Research Council of Canada

Centennial Towers
200 Kent Street
4th Floor
Ottawa, Ontario
K1A 1H5
(613) 995-6214

Northern Pipeline Agency Canada

Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

Northwest Territories Water Board

Precambrian Building
9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

Office of the Auditor General of Canada

240 Sparks Street
Room 1167
Ottawa, Ontario
K1A 0G6
(613) 995-3766

Office of the Chief Electoral Officer

44 Coventry Road
4th floor
Ottawa, Ontario
K1A 0M6
(613) 993-1527

Office of the Commissioner of Official Languages

110 O'Connor Street, Room 1334
Ottawa, Ontario
K1A 0T8
(613) 996-6036

Office of the Comptroller General

(Treasury Board of Canada Secretariat)
Esplanade Laurier, West Tower
300 Laurier Avenue West
9th Floor
Ottawa, Ontario
K1A 1E4
(613) 957-7072

**Office of the Grain
Transportation Agency
Administrator**

300 – 200 Graham Avenue
Winnipeg, Manitoba
R3C 4L5

(204) 983-3212

**Office of the Inspector General
of the Canadian Security
Intelligence Service**

Sir Wilfrid Laurier Building
340 Laurier Avenue West
3rd Floor
Ottawa, Ontario
K1A 0P8

(613) 990-3270

**Office of the Superintendent of
Financial Institutions Canada**

255 Albert Street, 13th Floor
Ottawa, Ontario
K1A 0H2

(613) 993-0577

**Pacific Pilotage Authority
Canada**

300 – 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9

(604) 666-6771

**Patented Medicines Prices
Review Board**

Legion House
359 Kent Street, 2nd Floor
Ottawa, Ontario
K1A 0C9

(613) 954-8297

Pension Appeals Board

381 Kent Street, Room 327
C.P. 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9

(613) 995-0612

**Petroleum Monitoring Agency
Canada**

See Energy, Mines and
Resources Canada (Natural
Resources Canada)

**Prairie Farm Rehabilitation
Administration**

See Agriculture Canada

Privy Council Office

Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3

(613) 957-5210

**Procurement Review Board of
Canada**

60 Queen Street, 5th floor
Ottawa, Ontario
K1A 6P6

(613) 990-1477

Public Service Commission of Canada

Esplanade Laurier, West Tower
300 Laurier Avenue West
Room 1915
Ottawa, Ontario
L1A 0M7

(613) 992-5586

Public Service Staff Relations Board

C.D. Howe Bldg, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario
K1P 5V2

(613) 990-1757

Public Works Canada

(Public Works and Government
Services Canada)

Sir Charles Tupper Building
Room D516
Riverside Drive
Ottawa, Ontario
K1A 0M2

(613) 736-2774

RCMP External Review Committee

Journal Tower South
365 Laurier Ave. West,
9th Floor
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2

(613) 998-2894

RCMP Public Complaints Commission

P.O. Box 3423
Station D
Ottawa, Ontario
K1P 6L4

(613) 952-1302

Regional Development Incentives Board

See Industry, Science and
Technology Canada (Industry
Canada)

Revenue Canada Customs and Excise

Connaught Building
7th Floor, Mackenzie Avenue
Ottawa, Ontario
K1A 0L5

(613) 957-9204

Revenue Canada Taxation

88 Metcalfe Street
Room 502
Ottawa, Ontario
K1A 0L8

(613) 957-8819

Royal Canadian Mint

320 Sussex Drive
Room 230
Ottawa, Ontario
K1A 0G8

(613) 993-2711

Royal Canadian Mounted Police

1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

(613) 993-5162

Seaway International Bridge Corporation Ltd

See The St. Lawrence Seaway Authority

Security Intelligence Review Committee

365 Laurier Avenue West
14th Floor
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8052

Social Sciences and Humanities Research Council of Canada

255 Albert Street
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-0562

Solicitor General Canada – Ministry Secretariat

Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West
1st floor
Ottawa, Ontario
K1A 0P8

(613) 991-2930

St. Lawrence Seaway Authority

Constitution Square
360 Albert Street, 14th Floor
Ottawa, Ontario
K1R 7X7

(613) 598-4605

Standards Council of Canada

350 Sparks Street
Suite 1200
Ottawa, Ontario
K1P 6N7

(613) 238-3222

Statistics Canada

R.H. Coats Bldg., 25th floor
Station B
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

(613) 951-9348

Status of Women Canada

360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3

(613) 995-7839

Statute Revision Commission Canada

See Department of Justice
Canada

Supply and Services Canada

(Public Works and Government
Services Canada)

Place du Portage

Phase III, 17A1

Hull, Quebec

K1A 1H2

(819) 956-1825

Transport Canada

Place de Ville, Tower C

330 Sparks Street, 26th floor

Ottawa, Ontario

K1A 0N5

(613) 993-6161

**Transportation Safety Board of
Canada**

P.O. Box 9120

Alta Vista Station

Ottawa, Ontario

K1G 3T8

(613) 994-8021

**Treasury Board of Canada
Secretariat**

Esplanade Laurier, East Tower

140 O'Connor Street

9th Floor

Ottawa, Ontario

K1A 0R5

(613) 993-5215

Veterans Affairs Canada

Daniel J. MacDonald Building

161 Grafton Street

P.O. Box 7700

Charlottetown, Prince Edward
Island

C1A 8M9

(902) 566-8567

Veterans Appeal Board Canada

See Veterans Affairs Canada

Western Economic**Diversification Canada**

200 Kent Street, 8th Floor

P.O. Box 2128, Station D

Ottawa, Ontario

K1P 5W3

(613) 952-9390

Yukon Territory Water Board

4114 – 4th Avenue, Suite 302

Whitehorse, Yukon

Y1A 4N7

(403) 668-4884

Standard Bank Descriptions

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** Two years after expiry of fiscal year, after which period the records are destroyed. **Bank Number:** PSE 903

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. **Class of Individuals:** Employees of government institutions. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This

impacts on a current public officer's ability to deal with the former public servant. **Retention and Disposal Standards:** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **Bank Number:** PSE 915

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** For correspondence regarding investigations, testimony by witnesses and legal opinions – five years for cases where the employee was found guilty of misconduct and three years for cases where the employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. **Bank Number:** PSE 911

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical

evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures. **Retention and**

Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **Bank Number:** PSE 916

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health

and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **Bank Number:** PSE 901

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such

information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902). **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS TBS 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal criteria for this bank are to be established. Records are retained for two years after most recent administrative action. **Bank Number:** PSE 918

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. **Bank Number:** PSE 910

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed two years after expiry of identification and building-pass cards. **Bank Number:** PSE 917

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed

recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.

Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **Bank Number:** PSE 920

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. **Retention and Disposal Standards:** Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions. **Bank Number:** PSE 907

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **Bank Number:** PSE 906

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires. **Bank Number:** PSE 914

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in

administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **Bank Number:** PSE 904

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years for all employees and then destroyed. **Bank Number:** PSE 912

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and**

Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case. **Bank Number:** PSE 919

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **Bank Number:** PSE 921

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. **Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline, and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. **Bank Number:** PSE 909

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Employees of the institution. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **Bank Number:** PSE 902

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and**

Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. **Bank Number:** PSE 905

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **Bank Number:** PSE 913

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** Two years after the settlement of individual claims, after

which the records are destroyed. **Bank Number:** PSE 908

Workplace Day Care

Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre. **Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. **Purpose:** The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. **Consistent Uses:** The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. **Retention and Disposal Standards:** The retention and disposal period for this bank is yet to be established. **Bank Number:** PSE 930

Agriculture and Agri-Food Canada

Chapter 1

Particular Banks

Appointments or Nominations of Personnel to NATO Agencies

Description: Data contained in the bank includes classification, education, geographic location, language, personal characteristics, personal history, security and training. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada appointed or nominated to serve with NATO. **Purpose:** To provide a depository for identification and profile information regarding employees of the Department of Agriculture and Agri-Food who are appointed or nominated to serve with a NATO agency.

Consistent Uses: To obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency. **Retention and Disposal Standards:** These files are retained for five years. **PAC Number:** 86-001

Related to PR#: AGR SDM 385 **TBS Registration:** 000912 **Bank Number:** AGR PPE 804

Branch Management Information System (BMIS)

Description: This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). **Class of Individuals:** MISB employees.

Purpose: This bank is used to collect personal information on MISB employees for personnel purposes.

Consistent Uses: This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources.

Retention and Disposal Standards: Files are retained for five years. **Related to PR#:** AGR MIS 497 **TBS Registration:** 002942 **Bank Number:** AGR PPE 824

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and

contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Departmental employees. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action

has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 000913 **Bank Number:** AGR PPE 808

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and or from part of a visible minority. Name and social insurance numbers are used as employee identifiers but are requested on a voluntary basis. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal people and (physical or mental disabilities, and members of visible minority groups). The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 860 **Bank Number:** AGR PPE 818

Executive Group Personnel Record

Description: This bank contains the SIN No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860

TBS Registration: 002698 **Bank Number:** AGR PPE 819

Expenditure Accounts – Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** 86-001 **Related to PR#:** AGR CSB 914 **TBS Registration:** 002285 **Bank Number:** AGR PPE 817

Financial Management Information System – AGRIFIN

Description: Financial information for the Department. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). At the moment, personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc) with the exception of employee name and Social Insurance Numbers (SIN) is not captured nor retained in Agrifin. SIN is used, along with position number to uniquely identify the employee for the purpose of calculating person year utilization. **Class of Individuals:** Departmental employees. **Purpose:** The SIN is used, along with position number to uniquely identify employees for the purpose of calculating person year utilization. **Consistent Uses:** Refer to Purpose of the bank. **Retention and Disposal Standards:** Information remains on Agrifin and is rolled for year to year and updated as necessary. When employees leave the Department, they are subsequently removed from system. **Related to PR#:** AGR CSB 852 **TBS Registration:** 002945 **Bank Number:** AGR PPE 805

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is

also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 925 **TBS Registration:** 002048 **Bank Number:** AGR PPE 807

Guelph Relocation – Employee Database

Description: This bank contains tombstone data, decisions regarding relocation, information regarding alternate employment activity and relocation data. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada involved in the Guelph Consolidation Project. **Purpose:** Tracking of individual employees vis-à-vis the relocation and Work Force Adjustment and for collective analysis. **Consistent Uses:** Produce forms, correspondence, reports, statistics. **Retention and Disposal Standards:** Data bank will be deleted November 1, 1993. **PAC Number:** 86-001 **Related to PR#:** AGR CSB 850 **TBS Registration:** 002944 **Bank Number:** AGR PPE 825

Human Resource Information System (HRIS)

Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. **Class of Individuals:** All employees and executives of Agriculture and Agri-Food Canada. **Purpose:** The purpose of this bank is to support the efficient management and utilization of human resources. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Data within the Human Resource Information System is shared with the departmental

Security Information System and the Parking Administration System so that information in these two systems is kept current. This is done on a continuous basis. **Retention and Disposal Standards:** Computerized records are updated as required (usually weekly from a SSC tape transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 920, 923, 925, 927 **TBS Registration:** 002284 **Bank Number:** AGR PPE 814

Human Resource Inventory System

Description: This bank contains personal information on all employees of the Department's Market and Industry Services Branch. **Class of Individuals:** Employees of the Department's Market and Industry Services Branch. **Purpose:** Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System. **Consistent Uses:** To monitor Branch training, conferences and projects, and to provide data for statistical purposes to such programs as affirmative action, equal pay, and official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. **Retention and Disposal Standards:** Information is retained for two years after an employee leaves the Market and Industry Services Branch, and is then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860, 921 **TBS Registration:** 002095 **Bank Number:** AGR PPE 812

Human Resources Inventory – International Assignments – Employee

Description: Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on DBase III software and hard copy. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To establish and maintain a current inventory of departmental personnel interested in fixed term assignments outside Canada with either bilateral or multilateral organizations including projects executed by Agriculture and Agri-Food Canada. **Consistent Uses:** Conduct searches for qualified departmental candidates for identified positions. Information is shared on an inter-branch, inter-departmental, inter-governmental and/or international level, provided consent is received from all parties involved. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **Related to PR#:** AGR MIS 492 **TBS Registration:** 002702 **Bank Number:** AGR PPE 823

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with Agriculture and Agri-Food Canada and other Departments. **Purpose:** To monitor and to ensure that all

facts on the agreement are respected. **Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning. **Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 927 **TBS Registration:** 002699 **Bank Number:** AGR PPE 821

Internal Investigations

Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Food Production and Inspection Branch. **Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Agriculture and Agri-Food Canada Acts and Regulations or other laws which could adversely affect the Department. **Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution. **Retention and Disposal Standards:** Records are destroyed five years after the case is closed. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002094 **Bank Number:** AGR PPE 811

International Agricultural Projects

Description: This bank contains information on the goals, objectives and milestones of overseas projects carried out by Agriculture and Agri-Food Canada, and the names and work locations of individuals involved. **Class of Individuals:** Department of Agriculture and Agri-Food employees engaged in CIDA projects. **Purpose:** To provide a current inventory of International Programs personnel involved in current projects. **Consistent Uses:** The bank is used to relocate human resources and to evaluate the progress of projects. **Retention and Disposal Standards:** Files are retained for the duration of employment plus one year. **PAC Number:** 86-001 **Related to PR#:** AGR MIS 492 **TBS Registration:** 001857 **Bank Number:** AGR PPE 806

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. **Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. **Consistent Uses:** Same as for 'Purpose'. **Retention and Disposal Standards:** Minimum retention of 5 years as per authority. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002946 **Bank Number:** AGR PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on

government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **PAC Number:** 85-001 **Related to PR#:** AGR CSB 913 **TBS Registration:** 002283 **Bank Number:** AGR PPE 816

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number. 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **Related to PR#:** AGR HRB 920 **TBS Registration:** 003320 **Bank Number:** AGR PPE 800

Project System Inventory

Description: This bank contains information on the goals, objectives and milestones of research projects, and the names and work location of the individuals involved. **Class of Individuals:** Agriculture employees engaged in research. **Purpose:** To provide a current inventory of Research Branch personnel involved in current research projects. **Consistent Uses:** To allocate human resources and to evaluate the progress of

projects. **Retention and Disposal Standards:** Records are retained until the employee leaves the Research Branch, plus two years. Then they are transferred to the control of the National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 921 **TBS Registration:** 000910 **Bank Number:** AGR PPE 802

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.

Purpose: To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. **Related to PR#:** AGR HRB 860 **TBS Registration:** 002099 **Bank Number:** AGR PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002701 **Bank Number:** AGR PPE 822

Research Skills Inventory

Description: The bank contains personal information on employees such as: name, SIN, classification, first official language, professional skills and retirement data. **Class of Individuals:** Research Branch Scientific and Professional Category employees. **Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. **Consistent Uses:** To plan future demand for scientific and professional personnel. The information is used mostly for statistical planning. **Retention and Disposal Standards:** The bank is to be

updated annually. Records are kept for a period of five years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 921 **TBS Registration:** 002700 **Bank Number:** AGR PPE 803

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. **Retention and Disposal Standards:** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. **Related to PR#:** AGR CSB 852 **TBS Registration:** 002943 **Bank Number:** AGR PPE 826

Small Farm Development Program

Description: The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics. **Consistent Uses:** To record employees' time when providing management assistance to small-scale family farmers. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 72-003 **TBS Registration:** 000909 **Bank Number:** AGR PPE 801

Staffing

Description: The bank contains staffing requests; position descriptions; selection profiles; competition posters; transfer requests; lists of individuals with priority

for appointment; inventory print-outs; candidates' applications; lists of candidates; rating board assessments; candidate appraisals; language test results; reference check information; notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices of appointments without competition; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, social insurance number, and citizenship status. **Class of Individuals:** Employees of the Department of Agriculture and Agri-Food, of other departments and agencies, and candidates from outside the public service. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the establishment of the eligibility list or until the PSC cyclical audit has been conducted whichever is longer, at which time the records are destroyed. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 920 **TBS Registration:** 000914 **Bank Number:** AGR PPE 809

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. **Class of Individuals:** Employees of the Department. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is

collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

Retention and Disposal Standards: These records are retained for two years except for the information on financial transactions is kept for six years. **Related to PR#:** AGR CSB 852 **TBS Registration:** 003319 **Bank Number:** AGR PPE 827

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration of training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 927 **TBS Registration:** 000917 **Bank Number:** AGR PPE 810

Travel and Relocation

Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, conference attendance, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. **Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. **Retention and Disposal Standards:** Records are

destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. **PAC Number:** 85-001 **Related to PR#:** AGR CSB 852 **TBS Registration:** 002282 **Bank Number:** AGR PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearance

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Particular Banks

Attendance and Leave

This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical certificate forms justifying absences. The information held in this bank relates to Agency employees. Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism. The records are destroyed two years after the end of the fiscal year. **Bank Number:** ACO PPE 801

Incentive Awards

This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and precedent setting files for

25 years then destroyed (subject to National Archives approval). **Bank Number:** ACO PPE 804

Performance Reviews and Employee Appraisals

This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PREA reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. Records are retained for five years for all employees and are then destroyed. **Bank Number:** ACO PPE 803

Training and Development

This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, CAP and other special development programs. This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development

leave participants. Information in this bank relates to employees of ACOA and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of TDIS, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. Records are destroyed two years after completion of training and development

undertaken by the employee. **Bank Number:** ACO PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Official Languages

Pay and Benefits

Atlantic Pilotage Authority Canada

Chapter 3

Particular Banks

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely. **Bank Number:** APA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Atomic Energy Control Board

Chapter 4

Particular Banks

Advisory Committee Members

The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada.

Bank Number: AEB PPE 801

AECB Inspectors: Certification Record

AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the

individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. **Bank Number:** AEB PPE 803

Radiation Exposure Records: AECB Staff

The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely. **Bank Number:** AEB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Bank of Canada

Chapter 5

Particular Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and the social insurance number for the issuance of access cards. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; tenants; service personnel and construction workers requiring temporary access to buildings in order to provide a service to the Bank.

Purpose: The purpose of this bank is to maintain information relating to the issuance of access cards. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique identifier. **Consistent Uses:** To issue and control access cards. **Retention and Disposal**

Standards: Records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. **TBS**

Registration: 003289 **Bank Number:** BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the social insurance number, leave applications, and correspondence related to attendance and leave. While the social insurance number is included on absence reporting forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to support the administration of employee attendance and

leave. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.

Retention and Disposal Standards: Records are kept for a period of three years, then destroyed. **TBS**
Registration: 002211 **Bank Number:** BOC PPE 821

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed. **TBS** **Registration:** 002219 **Bank Number:** BOC PPE 836

Employee Health Services

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain individual records on the health of

employees, and to provide documentation for the administration of occupational health and certain benefit programs. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Retention and Disposal Standards:** Records are kept for a period of 20 years after the employee leaves the Bank, and a further 20 years for certain records relating to designated substances. **TBS Registration:** 002215 **Bank Number:** BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** Bank of Canada employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding

appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 002210 **Bank Number:** BOC PPE 810

Employment Equity Program

Description: This bank contains information for the purpose of the Bank's Employment Equity program which includes self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, persons with disabilities and visible minorities. The information will be maintained on a microcomputer. **Class of Individuals:** Regular full-time employees; regular part-time employees; temporary employees of the Bank of Canada. **Purpose:** Information will be used for purposes specified in the Employment Equity Act; that is, for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in another bank in order to obtain statistical information on employees. **Retention and Disposal Standards:** The information collected for the Employment Equity program and used in the preparation of the Annual Report to the Minister of Employment and Immigration, will be kept for a period of three years after the year in respect in which the report is made, then destroyed. Employment Equity questionnaires will be retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires from active employees are superseded, the previous questionnaires will immediately be destroyed. **TBS Registration:** 001942 **Bank Number:** BOC PPE 817

Garnishees

Description: This bank contains orders of garnishment and related correspondence. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and

Agreements Enforcement Assistance Act and Regulations. Any unauthorized uses of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To provide for the execution of orders of garnishment. **Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. **TBS Registration:** 000076 **Bank Number:** BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information used in the grievance process. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. **Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed. **TBS Registration:** 002218 **Bank Number:** BOC PPE 835

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. **Class of Individuals:** Bank of Canada employees. **Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. **Retention and Disposal Standards:** First aid records are retained for two years; accident or occupational injury or illness records are retained for ten years. **TBS Registration:** 002217 **Bank Number:** BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the social insurance number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. The use of the social insurance number in this personal

information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. **Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed. **TBS Registration:** 002214 **Bank Number:** BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To maintain a record of parking permits. **Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed. **TBS Registration:** 002236 **Bank Number:** BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Unemployment Insurance Act, 1971 and Regulations, the Canada Labour Standards Regulations, the Canada Pension Plan Regulations and the Family Orders and Agreements Enforcement Assistance Act and Regulations. **Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** After an employee leaves the Bank, the

personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 002212 **Bank Number:** BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. **Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. **TBS Registration:** 002237 **Bank Number:** BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains social insurance number, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks, and completed Consent to the Disclosure of Personal Information Forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada prescribed forms dealing with security clearances, security briefings, correspondence related to the security clearance of the employee. Notation of level of security clearance may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings in order to provide a service to the Bank. **Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for

the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. **TBS Registration:** 002216 **Bank Number:** BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees. **Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims. **Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. **TBS Registration:** 000074 **Bank Number:** BOC PPE 840

Staffing

Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the social insurance number. Notations of staffing decisions may also appear in the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The bank provides a record of the information used in staffing positions. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To select candidates and staff positions. **Retention and Disposal Standards:** Staffing applications are kept for a period of three years after the year in which they are received, then destroyed. **TBS Registration:** 002013 **Bank Number:** BOC PPE 815

Training and Development

Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and

achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. **Retention and Disposal Standards:** Records are kept for a period of five years, then

destroyed. **TBS Registration:** 002213 **Bank Number:** BOC PPE 825

Travel

Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees. **Consistent Uses:** To provide advances and approve claims for business travel expenses. **Retention and Disposal Standards:** Records are kept for a period of seven years, then destroyed. **TBS Registration:** 000075 **Bank Number:** BOC PPE 841

Canada Council

Chapter 6

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Canada Deposit Insurance Corporation

Chapter 7

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 002296 **Bank Number:** CDI PPE 805

Employee Personnel Record

This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. The information relates to current and former employees. The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The disposal criteria

for this bank are to be established. **Bank Number:** CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers.

Class of Individuals: Employee applicants. **Purpose:** The purpose of this bank is to select candidates and fill staff positions. **Retention and Disposal Standards:** The disposal of criteria for this bank are to be established.

TBS Registration: 002293 **Bank Number:** CDI PPE 802

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation

and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. **Class of Individuals:** Current and former employees. **Purpose:** The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 002295 **Bank Number:** CDI PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 002294 **Bank Number:** CDI PPE 803

Canada Labour Relations Board

Chapter 8

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canada Lands Company Limited

Chapter 9

Note: Information concerning the employees of the Canada Lands Company Limited is held by Public Works Canada.

Canada Mortgage and Housing Corporation

Chapter 10

Particular Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.

Class of Individuals: CMHC employees. **Purpose:** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the federal Office of the Superintendent of Financial Institutions Canada and to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. **Retention and Disposal Standards:** Records are retained for two years after the member and dependents are deceased, and the records are then forwarded to National Archives of Canada. **TBS**

Registration: 003134 **Bank Number:** CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** CMHC employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000097 **Bank Number:** CMH PPE 808

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees and their immediate family members. The employee/family members requiring counselling contacts directly the consultant whose services have been retained by CMHC for the purpose of the EAP. Records relating to the counselling session are maintained with the consultant and not held at CMHC in order to guarantee the confidentiality of the consultation.

Class of Individuals: CMHC employee and retirees and their immediate family members. **Purpose:** The bank allows the consultant to ensure continuity of service to employees, retirees and their immediate family members.

Consistent Uses: The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have requested the service. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. **TBS Registration:** 003135 **Bank Number:** CMH PPE 850

Employee Medical Files

Description: This bank maintains the medical record of each current and past employee and general medical information about family members. **Class of Individuals:** CMHC employees and family members. **Purpose:** The purpose of this bank is to maintain a medical history for administrative purposes. **Retention and Disposal Standards:** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 001937 **Bank Number:** CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains

records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. **Class of Individuals:** CMHC employees.

Consistent Uses: To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension).

Purpose: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. **Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime.

PAC Number: 85-001 **TBS Registration:** 002991 **Bank Number:** CMH PPE 815

Employment Equity Program

Description: This bank contains information on designated group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of Native origin, if they have a continuing or permanent disability, or form part of a visible minority group. **Class of Individuals:** Employees of the Corporation. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by designated group status (women, aboriginal peoples, visible minorities and people with disabilities). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within CMHC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure

designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Labour Canada. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation. **PAC Number:** 85-001 **TBS Registration:** 002198 **Bank Number:** CMH PPE 809

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. **Class of Individuals:** CMHC employees. **Consistent Uses:** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. **Retention and Disposal Standards:** Three years following date of resolution, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002992 **Bank Number:** CMH PPE 820

Identification and Building-Pass Cards

Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the Corporation and contractors/visitors. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed two years after expiry of identification and building-pass cards. **PAC Number:** 85-001 **TBS Registration:** 002199 **Bank Number:** CMH PPE 810

Internal Appeals and Employee Complaints Files

Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Labour Canada and the Commissioner of Official Languages. **Class of Individuals:** Employees who have used the internal appeal system or an external complaint process. **Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. **Retention and Disposal Standards:** Records are retained for three years from the date of the decision. **TBS Registration:** 001938 **Bank Number:** CMH PPE 804

Investigation Files

Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. **Class of Individuals:** Employees and the general public. **Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory

offences against the Corporation or by an employee.

Consistent Uses: In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. **Retention and Disposal**

Standards: Records are retained for three years after the case is closed. **TBS Registration:** 001939 **Bank Number:** CMH PPE 806

Modified Time Reporting System

Description: This bank contains time and salary reports for each activity by sub-function and costable unit or project. **Class of Individuals:** CMHC employees.

Purpose: The purpose of this bank is to retain activity-related information which is subsequently merged with pay-related information. **Consistent Uses:** The information contained in this bank is used to allow recoveries from the Minister and to collect appropriate fees for service. **Retention and Disposal Standards:** Records are retained for seven years. **Related to PR#:** CMH CRS 914 **TBS Registration:** 001936 **Bank Number:** CMH PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing first official language; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records may be attached to the Employee Personnel Record. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Two years after last documentation, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002993 **Bank Number:** CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record.) **Class of Individuals:** Employees of CMHC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to

approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.

Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal**

Standards: Records are sent to National Archives of Canada two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003133 **Bank Number:** CMH PPE 840

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and Disposal Standards:** Records are destroyed three years after the most recent administrative activity in relation to an individual case. **PAC Number:** 85-001 **TBS Registration:** 002994 **Bank Number:** CMH PPE 830

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including

competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002995 **Bank Number:** CMH PPE 835

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement

transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents. **Class of Individuals:** CMHC Employees. **Purpose:** The purpose of this bank is to maintain information regarding vehicle accidents involving CMHC employees. **Consistent Uses:** To determine liability for such accidents, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. **Retention and Disposal Standards:** The records are retained active for five years and dormant for five years. **TBS Registration:** 003295 **Bank Number:** CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Occupational Safety and Health

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Canada-Newfoundland Offshore Petroleum Board

Chapter 11

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file

following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. **Class of Individuals:** Employees of the Board. **Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. **Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. **TBS Registration:** 002309 **Bank Number:** CNP PPE 801.

Canada-Nova Scotia Offshore Petroleum Board

Chapter 12

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of

employment. Employees and former employees may gain access to their records by contacting the Manager, Administration, Industrial Benefits and Legal. **Class of Individuals:** Employees and former employees of the Board. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board. **Consistent Uses:** Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. **TBS Registration:** 003314 **Bank Number:** NS PPE 805

Canada Ports Corporation

Chapter 13

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canada Post Corporation

Chapter 14

Particular Banks

■ Human Resources and Administration

Conflict of Interest

Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. **Class of Individuals:** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest. **Purpose:** The purpose of this bank is to support the implementation of the conflict of interest policy.

Consistent Uses: The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. **Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post plus two years, after which they are destroyed. **PAC Number:** 86-001 **TBS Registration:** 002156 **Bank Number:** CPC PPE 814

Employee Assistance

Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal intervention, without records. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the

Employee Assistance bank (see CPC PPE 840, 804, and 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank, with the exception of payment records (see Accounts Payable, CPC PPE 820). Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the Privacy Act should specify position title, employment location and dates, as well as the referral agent used. **Class of Individuals:** A case is initiated when an employee requests assistance from an employee assistance referral agent or coordinator.

Purpose: Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care. **Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. **Retention and Disposal Standards:** Individual case files are not retained. Records of referral are retained for two years following the date of the most recent referral to Employee Assistance and then destroyed. **TBS Registration:** 001354 **Bank Number:** CPC PPE 811

Employee Health Record

Description: This information bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment and certification documents; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non work-related medical conditions. **Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service.

Purpose: To support Occupational Health and Rehabilitation programs. **Consistent Uses:** The records are used to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via

meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll & Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. **Retention and Disposal Standards:** A retention/disposal schedule is under development. **TBS Registration:** 003158 **Bank Number:** CPC PPE 840

Employee Personal File

Description: This bank contains compensation and benefits and, where applicable, official languages and disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Compensation and benefits records include letters of offer and staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for management and exempt employees, year-to-date earnings statements and supporting documentation (for example, income tax, unemployment and health insurance and Canada Pension Plan deductions, group surgical-medical insurance, public service management and disability insurance, union dues, maternity and displacement allowances, performance and acting pay, savings plan and deposit instructions, incentives, perquisites, bilingual bonuses, rebates, overpayments, records of fines and suspensions, garnishment and termination). Other supporting documentation includes copies of birth certificates, previous employment history, physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment (CPC PPE 801); Human Resource Information System (CPC PPE 804); Payroll and Attendance (CPC PPE 815); and, where applicable, Training (CPC PPE 805); Relocation (CPC PPE 816); Employee Involvement (CPC PPE 807); Automotive Services (CPC PPE 825); Security Clearances (CPC PPE 821); Reliability Checks (CPC PPE 822); Employee Health Record (CPC PPE 840); and, Worker's Compensation Board Claims (CPC PPE 845). Depending on the size and functions of the Canada Post

office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances & Arbitrations, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC PPE 821, 840, 813, 811, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access. **Class of Individuals:** All existing and recently terminated Canada Post employees. **Purpose:** The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each. **Consistent Uses:** The records are used to ensure appropriate salaries, deductions and contributions (see also Payroll and Attendance [CPC PPE 815]) and to provide authorized benefits and counselling related thereto; to support and authenticate decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, automotive services, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status. **Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed). One year after termination of employment, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of seventy; or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

PAC Number: 88-007 **TBS Registration:** 001346 **Bank Number:** CPC PPE 802

Employment Equity

Description: This bank contains hardcopy and computerized Employment Equity data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name. **Class of Individuals:** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. **Purpose:** The purpose of this bank is to develop a database to support the Corporation's employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. **Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Employment and Immigration Canada. **Retention and Disposal Standards:** Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. **PAC Number:** 88-007 **TBS Registration:** 001353 **Bank Number:** CPC PPE 810

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject

matter. **Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. **Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements. **Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). **Retention and Disposal Standards:** Records are retained for three years after resolution unless the case goes to arbitration, in which case the records are retained for ten years. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for fifteen years. **PAC Number:** 88-007 **TBS Registration:** 001356 **Bank Number:** CPC PPE 813

Heritage Club

Description: The Heritage Club Database System contains records such as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, social insurance numbers. (Social insurance numbers will continue to be used until such time as they can be replaced by a CPC employee numbering system.) **Class of Individuals:** Former employees with a minimum 10 years service and long-service employees (25 years or more) are eligible for membership. **Purpose:** The Heritage Club is a Canada Post Corporation recognition program that also provides a means of friendly association and community service among former and long-service employees. **Consistent Uses:** Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations, for inclusion on Revenue Canada – Taxation T-4 slips. **Retention and Disposal Standards:** A schedule for Heritage Club data is under development. **TBS Registration:** 002989 **Bank Number:** CPC PPE 830

Human Resource Information System (HRIS)

Description: This computerized bank supersedes the previous system of the same title (old HRIS), as well as Personnel Database (CPC PPE 803). It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, social insurance number, human resource number, birthdate, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, security clearance level, performance appraisal results, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by CPC's new Human Resources Employee Identification Number System. A hardcopy human resource file is maintained on all Management, Management-Exempt and certain other employees. This file contains performance appraisals, staffing transactions, career resumes and references, education and training certificates, career development forms and other information such as job title, location, position number and official language status. **Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, performance evaluations, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to benefit carriers (e.g., insurance companies) to validate and administer employee claims; to other agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. **Retention and Disposal Standards:** The retention/disposal schedule for the new HRIS is under development. The new schedule will encompass the old HRIS and Personnel Database. The current schedule for the automated portion of the old HRIS is duration of employment plus two years. An historical master file is retained for 40 years, for statistical purposes. The schedule for hardcopy human resource files is ten years for performance appraisals, subject to the provisions of collective agreements; duration of employment for other

records, unless superseded (e.g., career resumes; and transferred to National Archives one year after the year of termination, for retention until age 70 or two years after death, at which point they are destroyed. **PAC Number:** 88-007 **TBS Registration:** 001348 **Bank Number:** CPC PPE 804

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. **Class of Individuals:** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canada Human Rights Act.

Consistent Uses: The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint.

Retention and Disposal Standards: Records are retained for two years after the fiscal year of last administrative use, which is usually resolution of the complaint. **PAC Number:** 88-007 **TBS Registration:** 001352 **Bank Number:** CPC PPE 809

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees and contractors who have applied for or received parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities.

Consistent Uses: The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools. **Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of

the permit, and then destroyed. **TBS Registration:** 001359 **Bank Number:** CPC PPE 817

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. This bank also contains the social insurance numbers of award winners, as, by law, taxable benefits must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. The SIN will continue to be used as an employee identifier until such time as it can be replaced with a CPC numbering system. **Class of Individuals:** Employees and ex-employees who have been nominated in any of the award categories, including commitment to service, community and customer service, humanitarian achievements and leadership. (Note that: safe driving awards are contained in Fleet

Management/CPC PPE 825; long service awards are contained in Heritage Club/CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program/CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File/CPC PPE 802). **Purpose:** To recognize and honour the exceptional achievements of CPC employees.

Consistent Uses: Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Silver Postmark winners are automatically eligible for Golden Postmarks. Awards are presented at annual ceremonies. Award winners may be identified in internal communications and posters (with their consent). The fact of winning an award may also be attached to the employee's personal file or to his or her Human Resource Information System file (No. PPE 804).

Retention and Disposal Standards: A retention/disposal schedule for Postmark Awards data is under development. **TBS Registration:** 003160 **Bank Number:** CPC PPE 850

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where pre-1993/94 files are concerned. Individuals seeking access to this bank should specify the locations involved and the approximate dates. **Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. **Purpose:** The purpose of this bank is to support the relocation of employees. **Consistent Uses:** The records

are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. **Retention and Disposal Standards:** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred and then destroyed. **TBS Registration:** 001358 **Bank Number:** CPC PPE 816

Scholarship Program

Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Children of regular full and part-time employees who have submitted applications. **Purpose:** To support the administration of a scholarship program for the children of CPC employees. **Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. **Retention and Disposal Standards:** A retention/disposal schedule for Scholarship Program data is under development. **TBS Registration:** 003157 **Bank Number:** CPC PPE 835

Special Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). **Class of Individuals:** A small percentage of excluded Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. **Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees. **Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely

and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC PPE 802). **Retention and Disposal Standards:** Records are retained for two years after last administrative use (e.g., resolution of the issue) and then destroyed. **PAC Number:** 88-007 **TBS Registration:** 001355 **Bank Number:** CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. **Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. **PAC Number:** 88-007 **TBS Registration:** 001345 **Bank Number:** CPC PPE 801

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations,

official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System (CPC PPE 804). Portions of these data are retained in automated form (Training Management System), including tombstone data on and a record of training undertaken by employees. (Note that vehicle driving training records are stored in Automotive Services, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. **Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. **Purpose:** The purpose of this bank is to support the training of employees. **Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in Human Resource Information System (CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. **Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. **PAC Number:** 88-007 **TBS Registration:** 001349 **Bank Number:** CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status,

vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Worker's Compensation Board Claims, CPC PPE 845). **Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. **Purpose:** To support the reintegration of permanently partially disabled employees. **Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical/nursing consultants, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Worker's Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. **Retention and Disposal Standards:** A retention/disposal schedule is under development. **TBS Registration:** 003292 **Bank Number:** CPC PPE 851

Worker's Compensation Board Claims

Description: This bank contains such information as: accident and work injury or illness investigation reports; worker's compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain non-medical information may also exist on file, for example, diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers compensation boards are stored in Automotive Services, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individual seeking access to this bank should specify employment location as well as date, location and details of injury or illness. **Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or worker's compensation board claims. **Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial worker's compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish

conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see *Grievances and Arbitration*, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers compensation boards, Labour Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving CPC employees. **Retention and Disposal Standards:** Paper records are retained for the duration of employment with Canada Post. One year after termination, they are transferred to National Archives of Canada and destroyed when the employee reaches the age of seventy, or two years after death (provided two years have elapsed since last administrative use). Data in AIRS is retained for five years after last administrative use and then destroyed. **TBS Registration:** 003159 **Bank Number:** CPC PPE 845

■ Customer Service

Corporate Correspondence

Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and divisional Customer Service offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC PPU 025.) **Class of Individuals:** Customers, employees, Members of Parliament, other elected/appointed officials, and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post Corporation employees and contractors). **Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. **Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. **Retention and Disposal Standards:** Draft replies stored

in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. **PAC Number:** 88-007 **TBS Registration:** 002077 **Bank Number:** CPC PPE 826

■ Finance

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims personal information banks for details). **Purpose:** The information deals with payment of suppliers accounts and expenditures. **Consistent Uses:** The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001361 **Bank Number:** CPC PPE 820

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee

Personal File, CPC PPE 802 and/or Payroll and Attendance, CPC PPE 815 and Legal Affairs, CPC PPE 827). **Class of Individuals:** Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001763 **Bank Number:** CPC PPE 818

Payroll and Attendance

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, unemployment insurance exemption), registration forms (for example, staffing forms, group surgical-medical and public services management insurance plan applications), TD1, T4 and other tax deduction information, time cards, absence reports, physician certificates and other attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Certain payroll and attendance information exists in automated form, in Supply and Services Canada computer systems and in the following Canada Post systems: Head Office Leave and Attendance; the Canadian Postmasters and Assistants Association System (for semi-staff and revenue post offices); the National Overpayment System; National Time and Attendance System; Canadian Imperial Bank of Commerce; Pay System; Admail Pay System; and Canadian Union of Postal Workers Casual Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC PPE 802.) Supervisors may also maintain attendance calendars regarding employees reporting to them. This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Revenue Canada, Employment and Immigration Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether attendance or pay information is required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees, as well as Admail workers. **Purpose:** The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees. **Consistent Uses:** The records are used to provide information

necessary for all salary administration and payroll functions for Canada Post Corporation – for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); to assist supervisors in performing managerial duties (such as managing attendance and verifying reliability when staffing positions); and to generate manpower utilization reports and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Supply and Services Canada (to facilitate cheque issue and pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies and group medical insurers. Information is also disclosed to Employment and Immigration Canada, notably with regard to terminated employees, in accordance with the Unemployment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC PPE 813). **Retention and Disposal Standards:** Attendance Records are retained for three fiscal years. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. One year after termination, these records are transferred to National Archives of Canada and destroyed when the employee reaches age seventy or two years after death (provided two years have elapsed since last administrative use). Data in the Head Office Leave and Attendance System is retained for three years. Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002010 **Bank Number:** CPC PPE 815

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form, in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC PPE 825); that workers' compensation board claims are stored in Worker's Compensation

Board Claims (CPC PPE 845); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC PPU 030). Individuals seeking access to this bank should specify details such as incident location and date. **Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. (See also Financial Accountability Cases, CPC PPE 818, CPC PPU 065). **Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims. **Consistent Uses:** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. **Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **PAC Number:** 88-007 **TBS Registration:** 001360 **Bank Number:** CPC PPE 819

■ Legal and Corporate Affairs

Access Control Systems

Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: Canada Post employees and contractors who have authorized access to Corporation facilities. **Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security.

Retention and Disposal Standards: The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. **TBS Registration:** 001364 **Bank Number:** CPC PPE 823

Investigative Body Requests – Employees

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Individuals who are the subject of, or party

to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. **Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. **TBS Registration:** 001342 **Bank Number:** CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. **Class of Individuals:** Individuals involved in legal matters.

Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. **Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. **Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained permanently. **TBS Registration:** 002078 **Bank Number:** CPC PPE 827

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. **Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post

Corporation Act and Regulations, as well as Criminal Code offences involving the mail. **Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001365 **Bank Number:** CPC PPE 824

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a Social Insurance Number field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. **Class of Individuals:** Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction/notation requests, or internal requests for advice under the Privacy Act to the Corporate Privacy Co-ordinator or complaints to the Privacy Commission; or who are the subject of exceptional third party requests. **Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. **Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to Privacy Commission complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. **Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of

records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **TBS Registration:** 001366 **Bank Number:** CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exist in automated form as a data element of the Human Resource Information System (CPC PPE 804). Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **PAC Number:** 88-007 **TBS Registration:** 001363 **Bank Number:** CPC PPE 822

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System (CPC PPE 804). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of employees and contractors being considered for, or in, security-risk positions. **Consistent Uses:** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC PPE 802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance

banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **TBS Registration:** 001362 **Bank Number:** CPC PPE 821

■ Mail Operations

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. **Class of Individuals:** Drivers of Canada Post vehicles. **Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles. **Consistent Uses:** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC PPE 802). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). **Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements,

but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002011 **Bank Number:** CPC PPE 825

■ Systems and Engineering

Employee Involvement Program

Description: This bank contains such records as job descriptions, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employee classification, suggestion number and subject. The Social Insurance Number will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the suggestion number, date and location. **Class of Individuals:** Canada Post employees who have submitted applications or been nominated for suggestion awards. (Note that safe driving awards are stored in Automotive Services, CPC PPE 825, and that payment records regarding awards also are stored in Accounts Payable, CPC PPE 820). **Purpose:** The purpose of this bank is to support the Employee Involvement Program. **Consistent Uses:** The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC PPE 802, and/or to the Human Resource Information System, CPC PPE 804). Lists of suggestions are distributed to managers for possible application in their respective areas of responsibility. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications. **Retention and Disposal Standards:** Records are retained for seven years after the fiscal year of last administrative use and then destroyed. **TBS Registration:** 001351 **Bank Number:** CPC PPE 807

Canadian Advisory Council on the Status of Women

Chapter 15

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between

the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To

support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000252 **Bank Number:** ASW PPE 801

Membership of Council

Description: This bank contains the curricula vitae and in some cases, photographs of Governor-in-Council appointments to the Canadian Advisory Council on the Status of Women. Members are appointed by the federal Cabinet for a period of three years and collectively, they represent the regional, cultural, occupational and ethnic diversity of Canada as well as both official languages. **Class of Individuals:** Members of the public. **Purpose:** This bank is used to maintain a record of present membership for administrative purposes. **Retention and Disposal Standards:** Files are destroyed two years after mandate has expired or member has resigned. Orders-in-Council are maintain for historical purposes. **TBS Registration:** 003124 **Bank Number:** ASW PPE 805

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence, as well as copies of the Supervisor's Accident Investigation Report, which are retained in the appropriate responsibility centre. First Aid Treatment records are also retained by the Council in accordance with Treasury Board policy. **Class of Individuals:** Employees of the Council. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions. Programs concern accident prevention, health protection and authorization

of leave and benefits associated with work-related injury or illness. **Consistent Uses:** Information is used primarily to record safety and health details as well as the causes of accident and injuries for the purpose of accident prevention and health protection. The information also enables the effective administration of each institution's health and safety program, and may be used to support decisions relating to worker's compensation and injury-on-duty leave. **Retention and Disposal Standards:** First aid treatment records are retained for five years and are then destroyed. Accident and occupational injury or illness investigation reports and related correspondence, as well as the Supervisor's Accident Investigation Report, are retained for ten years and are then destroyed. **TBS Registration:** 002417 **Bank Number:** ASW PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Centre for Management Development

Chapter 16

Central Banks

Departmental Contact Identification System

Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. **Class of Individuals:** Financial contacts and departmental training coordinators. **Purpose:** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. **Consistent Uses:** This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and

departmental training coordinators. **Retention and Disposal Standards:** The files are retained as long as the information is still valid. **TBS Registration:** 003327 **Bank Number:** CMD PCE 703

Individual Data Base

Description: This information bank contains basic information on course and other training activities of the Centre, on actual and potential clients, on internal and external resources employed by the Centre and all persons with which CCMD has contact. **Class of Individuals:** Individuals, principally members of the executive category of the Canadian federal public service who have contact with the Canadian Centre for Management Development. **Purpose:** The purpose of this information bank is to establish and maintain files on

actual and potential clients in order to facilitate the registration of these individuals to CCMD activities, to have information available to determine our client profile to help in the development and delivery of products offered by the Centre. This information bank also permits the establishment and maintenance of distribution lists such as the list of departmental training coordinators to whom CCMD publicity material is sent in bulk.

Consistent Uses: This information bank serves to identify potential clients and resources for activities offered by the Centre. **Retention and Disposal**

Standards: The files are retained as long as the information is still valid. **TBS Registration:** 003329 **Bank Number:** CMD PCD 701

Registration Information System

Description: This information bank may contain basic information on participants and administrative data on training activities at the Canadian Centre for Management Development. **Class of Individuals:** Individuals, mainly members of the executive category of the federal public service who have taken or are registered on a training activity sponsored by the Canadian Centre for Management Development.

Purpose: This information bank exists to establish and maintain files on CCMD activities and participants to these training and development activities. **Consistent Uses:** The information bank provides data necessary for the delivery of training activities offered by the Centre.

Retention and Disposal Standards: The files are kept for a two-year period following the end of the training activity, and are then forwarded to the Management Resource Centre which is responsible for the retention and disposal of records. **TBS Registration:** 003328 **Bank Number:** CMD PCE 702

Particular Banks

EXPERTS Data Base

Description: This database is designed to give easy access to information on the expertise of the people at CCMD. **Class of Individuals:** All CCMD personnel.

Purpose: The Experts Database can be used to identify areas of expertise and associate them with the names of CCMD staff; and to provide a standard set of key words for the expertise and knowledge areas. **Consistent Uses:** This information bank can be used to assist in the formation of learning networks and project teams and to contribute to the goal of advancing CCMD as a learning organization. **Retention and Disposal Standards:** The database is updated annually and individual records are destroyed when the employee concerned leaves the Centre. **TBS Registration:** 003323 **Bank Number:** CMD PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Employment Equity Program

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Canadian Centre for Occupational Health and Safety Chapter 17

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:**

85-001 **TBS Registration:** 000992 **Bank Number:** OHS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personal Harassment

Staffing
 Training and Development
 Travel and Relocation
 Vehicle, Ship, Boat and Aircraft Accidents

Canadian Commercial Corporation

Chapter 18

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Conflict of Interest and Post-Employment Code
 Discipline
 Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Identification and Building-Pass Cards

Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personal Harassment
 Security Clearance
 Staffing
 Training and Development
 Travel and Relocation

Canadian Cultural Property Export Review Board

Chapter 19

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Employee Personnel Record
 Identification and Building-Pass Cards
 Official Languages

Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Security Clearances
 Staffing
 Training and Development
 Travel and Relocation

Canadian Dairy Commission

Chapter 20

Particular Banks

Employee Personnel Records

This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment

certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific

and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the

Human Resources Office. Records of former employees are transferred to the National Archives of Canada two years following termination of employment. **Bank Number:** CDC PPE 801

Canadian Film Development Corporation

Chapter 21

Particular Banks

Attendance and Leave

This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Bank Number:** CFD PPE 803

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical

and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the Corporation. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action

has been recorded in the meantime. **PAC Number:** 85-001 **TBS Registration:** 000308 **Bank Number:** CFD PPE 801

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Bank Number:** CFD PPE 804

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; lay-off lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility

lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation. **Bank Number:** CFD PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employment Equity Program

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Training and Development

Travel and Relocation

Department of Canadian Heritage

Chapter 22

Particular Banks

Accounts Payable/Employee Accounts

Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. **Purpose:** The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with

authorizations. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Supply and Services Canada to facilitate cheque issue. **Retention and Disposal Standards:** The records are retained for six fiscal years following the fiscal year during which the claim was settled. **PAC Number:** 86-001 **Related to PR#:** SEC ARO 095 **TBS Registration:** 002162 **Bank Number:** SEC PPE 804

Career Management

Description: This bank contains personal information on employees, specifically career profiles, curriculum vitae as well as all other documentation related to employee training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class**

of Individuals: Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **PAC Number:** 86-001 **TBS Registration:** 002074 **Bank Number:** COM PPE 801

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. **Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. **Class of Individuals:** Department of Communications employees. **Retention and Disposal Standards:** Retention and disposal for this bank are to be established. **TBS Registration:** 003003 **Bank Number:** COM PPE 805

Security Services Investigation Files

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. **Class of Individuals:** Employees of the Department and contractors dealing with the Department. **Purpose:** The

purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. **Consistent Uses:** This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. **Related to PR#:** SEC ARO 095 **TBS Registration:** 002165 **Bank Number:** SEC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Human Rights commission

Chapter 23

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Parking

Pay and Benefits

Staffing

Travel and Relocation

Canadian International Development Agency

Chapter 24

Particular Banks

Spousal Employment Assistance Program

Description: This inventory focuses on the spouses of CIDA employees who might be posted overseas in developing countries. The information consists of academic qualifications and experience as well as career intentions. **Class of Individuals:** Spouses of CIDA employee coming from various backgrounds. **Purpose:** It is used to identify suitable candidates in various fields and to present their candidacy to non-governmental agencies working in the Third World. The information will be computerized to facilitate retrieval when vacancies occur in the different organizations. The files will be kept and updated on a regular basis for the entire time the CIDA employee remains with the Agency. **Retention and Disposal Standards:** The information will be classified "Protected" and will be deleted once the CIDA employee leaves the Agency. **Bank Number:** IDA PPE 805

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian International Trade Tribunal

Chapter 25

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Tribunal employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002489 **Bank Number:** CTT PPE 801

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian Museum of Civilization

Chapter 26

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

Class of Individuals: This bank relates to individuals employed by the National Museums of Canada.

Purpose: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal

Standards: Two years after the settlement of individual claims, after which the files are destroyed. **TBS**

Registration: 000380 **Bank Number:** CMC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Museum of Nature

Chapter 27

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims for damages; legal decisions; settlement transactions and correspondence concerning accidents involving crown-owned and leased vehicles, as well as privately-owned vehicles used on official business. **Class of Individuals:** Individuals employed by the Canadian Museum of Nature.

Purpose: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after last administrative use or settlement of individual claims, then destroyed. **PAC Number:** 86-001 **TBS**

Registration: 000380 **Bank Number:** CMN PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Polar Commission

Chapter 28

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearance

Staffing

Training and Development

Travel and Relocation

Canadian Radio-television and Telecommunications Commission

Chapter 29

Particular Banks

Deployments

Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. **Class of Individuals:** Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None. **Retention and Disposal Standards:** Records will be retained for five years. **Bank Number:** CRT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Saltfish Corporation

Chapter 30

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Security Intelligence Service

Chapter 31

Your date and place of birth must be included in any request made under the Privacy Act to verify that it is you, and not someone else, that is asking for the information.

Particular Banks

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. **TBS Registration:** 002144 **Bank Number:** SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real,

potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. **Class of Individuals:** Employee of CSIS.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. **Consistent Uses:** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. **Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus two years after which the records are destroyed. **TBS Registration:** 003299 **Bank Number:** SIS PPE 826

CSIS Employee Personnel Records

Description: This bank provides a summary record of an individual's employment with CSIS. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, training and development, occupational health and safety, official languages, discipline, level of security, and where information in one area may affect a decision in another area. Information in this bank may also contain medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals based on medical competency. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within CSIS are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of CSIS and contains information concerning personnel characteristics, including age and sex; social insurance

number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave (including the record of leave and attendance and physician certificates associated with sick leave); training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other standard banks. Attendance and leave cards are decentralized and requesters are required to specifically request access to a copy of the current documents. **Class of Individuals:** Employees of CSIS. **Purpose:** To provide documentation and authorization of appointments, transfers, development opportunities, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, succession planning, attendance and leave; health evaluations, pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Health and Welfare Canada for pension purposes. Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This information may also be used in the drafting of letters of appreciation and letters of condolence when applicable. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Retained by CSIS for the duration of

employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 002153 **Bank Number:** SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and some medical interpretations concerning an employee's work capability or limitations. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees, retired employees, their spouses and immediate family members. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed two years after the date of the most recent reference to employee assistance. **PAC Number:** 86-001 **TBS Registration:** 002147 **Bank Number:** SIS PPE 820

Employment Equity and Multiculturalism Programs

Description: The bank contains personal information on employees and their interest in future participation in employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. **Class of Individuals:** Employees of the Service. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data are collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the

employment equity program are in compliance with the provisions of the Privacy Act. **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the Service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Individual employment equity records are generally retained for two years, then destroyed. **TBS Registration:** 002133 **Bank Number:** SIS PPE 824

Grievances and Adjudications

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions concerning classification grievances, and correspondence about grievances and adjudications. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to grievances or appeals are retained for two years after which the records are destroyed. Records of issues referred to the Public Service Staff Relations Board for adjudication are held indefinitely. **TBS Registration:** 002143 **Bank Number:** SIS PPE 816

Health Services

Description: This bank contains occupational health evaluations and medical records, reports, forms and related correspondence dealing with injuries and medical conditions, including information on the medical condition of the employee's immediate families or immediate relatives, that may affect an employee's service. **Class of Individuals:** CSIS employees and their immediate families or relatives. **Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their physical and mental health; to make recommendations regarding staffing or posting where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. **Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or to physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the

Canada Pension Commission. Information may also be used for research, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 70, or two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **TBS Registration:** 003300 **Bank Number:** SIS PPE 827

Honours/Incentive Awards

Description: This bank includes information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or suggestions for improvement of public service of CSIS operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award or the Sir William Stephenson Award. **Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. **Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Services and Supplies issues cheques and uses the SIN for income tax purposes. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for six years and then reviewed for transfer to National Archives. Other awards records are treated similarly after three years. However, rejected suggestions and nominations are destroyed two years after the last administrative action. **PAC Number:** 86-001 **TBS Registration:** 002152 **Bank Number:** SIS PPE 822

Occupational Safety and Health

Description: This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the

appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada (Government Employees Compensation Records bank number LAB PCE 701). Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. **Class of Individuals:** Employees of CSIS.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to accidents or occupational injuries and illnesses are retained for 10 years and then destroyed, provided Labour Canada or Health and Welfare Canada have a copy of the record. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. **TBS Registration:** 002140 **Bank Number:** SIS PPE 813

Official Languages

Description: Official Languages records have been entered in the Human Resources Management Information System (HRMIS) and contain the employee's first official language (FOL), the second language evaluation (SLE), the language requirements of positions, and the bilingualism bonus. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by the Service as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the complaint process to search and retrieve the records of interest. This bank also contains records of course enrolment, attendance, applications and qualifications. **Class of Individuals:** CSIS employees and some job applicants. **Purpose:** The purpose of this bank is to provide information needed for planning, carrying out, monitoring, assessing and

preparing reports on activities governed by the Official Languages Act. **Consistent Uses:** To support decisions made in order to meet the Service's obligations set out in the Official Languages Act; and to support and document decisions concerning individual employees as regards staffing, transfers, promotions and entitlement to the bilingualism bonus. Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank is held by the Treasury Board Secretariat (Official Languages Branch). Language examination exemption and training records are placed on the CSIS Employees Personnel Record. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Five years after last documentation the records are destroyed. Information concerning courses enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. **TBS Registration:** 002139 **Bank Number:** SIS PPE 812

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earning and superannuation records are attached to the Employee Personnel Record). **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Information is also provided to Supply and Services Canada to facilitate payment of salaries to various provincial health insurance plans to group insurers where applicable to unions for dues check-off purposes.

Information in this bank may also be used for budget purposes. **Retention and Disposal Standards:** Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on the file.

TBS Registration: 002130 **Bank Number:** SIS PPE 823

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities,

accomplishments, interests, and any notices of disciplinary actions imposed by the Service. **Class of**

Individuals: Employees of CSIS. **Purpose:** The purpose

of this bank is to maintain information regarding the level of performance of individual employees within CSIS,

including the identification of training and development needs, career objectives, approval of performance pay and annual increments, retention of employees,

extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions

regarding promotions, transfers, demotion, employee assistance, health evaluations, discipline and termination of employment. This information may also be used for

research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are

retained for a period of five years and then destroyed. **TBS Registration:** 002145 **Bank Number:** SIS PPE 818

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents.

Such information must be retained as a separate record and not placed on the complainant's Employee

Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Disciplines Bank. **Class of Individuals:** Employees

of the institution. **Purpose:** The purpose of this bank is to record information necessary for dealing with

complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not

personal harassment is occurring, and when this is the case to determine the appropriate action, including

disciplinary action, to be taken to end a harassment situation. **Consistent Uses:** To support decisions

resulting from the investigation and analysis of complaint. **Retention and Disposal Standards:** Records are

destroyed two years after the most recent administrative activity in relation to an individual case. **TBS**

Registration: 003298 **Bank Number:** SIS PPE 825

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social

insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance

may be attached to the Employee Personnel Record.

Class of Individuals: Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts.

Purpose: The purpose of this bank is to record information pertinent to the determination of the

appropriate level of security clearance for employees; to determine the level of security clearance and to provide

information for the administration of government security measures. **Consistent Uses:** To support decisions on

transfers, promotions, discipline, statutory increases, and continuation/termination of employment, the issuance of

identification and building pass cards and to assist CSIS employees to identify other employees as persons

authorized to be on CSIS premises. This bank may be used as a source of information or for linking with other

information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with

the provisions of the Privacy Act. This information may also be used for research, planning, evaluation and

statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained until the

individual is no longer employed by CSIS, then the information is destroyed after seven years. Information

on unsuccessful applicants is maintained for a minimum of two years, then destroyed. **TBS Registration:**

002142 **Bank Number:** SIS PPE 815

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications;

lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing

boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of

employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence

concerning staffing by various processes, including competitions and human resources inventory searches.

An employee who wants access to information about herself/himself from a competition file must provide the

competition number to locate and retrieve the information of interest. Records in the bank contain a

variety of personal information which may include age, sex, education levels and/or work experience. (N.B.

Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:**

Employees of CSIS. **Purpose:** The bank provides a record of the information used in staffing positions in

CSIS. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and

promotions. Access procedures: competition number, where applicable, should be quoted. Information may be

provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other

federal departments or agencies. This system may be used as a source of information or for linking with the

following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System,

Official Languages Information System, Mobility File,

Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal**

Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 002136 **Bank Number:** SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank includes personal data relating to the Career Development Program, Leave Without Pay for Educational Reasons and the Rotational Development Transfer Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. Information in this bank includes employee profiles used during the Staffing placement exercise. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Rotational Development Transfer Program, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, evaluation and

statistical purposes. **Retention and Disposal**

Standards: Records in this bank are retained for five years after completion of the particular training for monitoring the employees progress and ensuring adequate development, then destroyed. **TBS Registration:** 002138 **Bank Number:** SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal**
Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002146 **Bank Number:** SIS PPE 819

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. **Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, planning, evaluation and statistical purposes. **Retention and Disposal**
Standards: Two years after the settlement of individual claims. National Archives of Canada must be consulted before disposing of this information. **TBS Registration:** 002141 **Bank Number:** SIS PPE 814

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

Canadian Space Agency

Chapter 32

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Wheat Board

Chapter 33

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

Personal Harassment

Citizenship and Immigration / Human Resources Development

Chapter 34

Particular Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. **Class of Individuals:** Employees in EIC.

Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible

administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Contact:** Chief, Employment Equity Human Resources Planning, Personnel Services, Employment and Immigration Canada, Place du Portage, Phase IV, 5th Floor, Hull, Quebec, K1A 0J9. **Retention and Disposal Standards:** The retention period is five years for managers. **TBS Registration:** 002006 **Bank Number:** EIC PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances; and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Therefore, information contained in this bank may, in some cases, be used for other internal administrative purposes, such as administrative investigations and other disciplinary actions. **Retention and Disposal**

Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board, the records are destroyed. **TBS Registration:**

002670 **Bank Number:** EIC PPE 810

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on EIC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time.

Purpose: To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management

reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by EIC's new Human Resources Employee Identification Number System. **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** EIC PPE 812

Income Security Programs Branch Employee Profile Questionnaire (I.S.P.)

(Formerly Health and Welfare Canada)

Description: The bank includes information on public servants of the Income Security Programs Branch, containing their name, classification (group & level), first official language and education. **Class of Individuals:** Employees of the Income Security Programs Branch of Health and Welfare Canada. **Purpose:** To identify training needs, in order to plan for appropriate employee training in the future. **Consistent Uses:** Human resource planning. **Retention and Disposal Standards:** Retained for two years after the subject person leaves ISPB, at which time records are destroyed. **PAC Number:** 86-001 **TBS Registration:** 003121 **Bank Number:** HWC PPE 815

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in the appropriate responsibility centre and fitness and lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health and Welfare Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain

individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. information is shared with Health and Welfare NHW PCE 701. **Retention and Disposal Standards:** Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions. **Related to PR#:** NHW PCE 701 **TBS Registration:** 003330 **Bank Number:** EIC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Copyright Board Canada

Chapter 35

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Occupational Safety and Health

Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Correctional Investigator Canada

Chapter 36

Note: Information on the employees of The Correctional Investigator Canada is held by the Department of the Solicitor General.

Correctional Service of Canada

Chapter 37

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

Class of Individuals: Employees of the Correctional Service of Canada. **Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations. **Consistent Uses:** Law enforcement agencies, Provincial Authorities. **Retention and Disposal**

Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. **PAC Number:** 78-001 **TBS Registration:** 001085 **Bank Number:** CSC PPE 801

Career Development Programs

Description: This bank contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities, sponsored by government and non-government organizations. **Class of Individuals:** Employees of the Correctional Service of Canada.

Purpose: To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline, termination of employment and training and development. Previous Employers (Federal/Provincial/Private), Law Enforcement Agencies.

Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. **PAC Number:** 78-001 **TBS Registration:** 001086 **Bank Number:** CSC PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions in regard to classification grievances, and correspondence about grievances. Individuals who wish to access personal information concerning them in this bank must include the grievance number, the location where the grievance was filed and the approximate date it was filed, and any other identifying data that may help to expedite the processing of their requests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information used in the grievance process through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the Public Service Staff Relations Board, the records are destroyed. **TBS Registration:** 002687 **Bank Number:** CSC PPE 804

Staffing

Description: This bank contains staffing requests, position descriptions, salary ranges, selection profiles, competition posters, transfer requests, layoff lists, human resources inventory print-outs, candidates' applications, lists of candidates, rating board assessments, including evaluation notes from staffing boards, examination papers and test results, eligibility lists, offers of employment, notices to candidates, notices of right of appeal and appeal documents, and correspondence

concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. Individuals who wish to access personal information concerning them in this bank must include the position number or competition number, where applicable, of the position about which they seek information, and any other identifying data that may help to expedite the processing of their requests. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides a record of the information used in staffing positions in a government institution. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision. **Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 002686 **Bank Number:** CSC PPE 803

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Individuals who wish to access personal information concerning them in this bank must provide their employment location and destination, the approximate date of the trip and any other identifying data that may help to expedite the processing of their requests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002688 **Bank Number:** CSC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Identification and Building-Pass Cards
 Incentive Awards
 Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits

Performance Review and Employee Appraisals
 Personal Harassment
 Reliability checks
 Security Clearances
 Training and Development
 Vehicle, Ship, Boat and Aircraft Accidents

Defence Construction Canada

Chapter 38

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Department of Finance Canada

Chapter 39

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Health and Safety

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Department of Justice Canada

Chapter 40

Particular Banks

Career Management

Description: This Bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. **Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above. **Purpose:** The information is gathered to facilitate human resource planning and career planning. **Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. **Storage Medium:** Paper. **Bank Number:** JUS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Environment Canada

Chapter 41

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Export Development Corporation

Chapter 42

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest. **Purpose:** To support the implementation of the Corporate Policy on Standards of Conduct. **Consistent Uses:** To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **TBS Registration:** 000160 **Bank Number:** EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. **Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. **Retention and Disposal Standards:** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 70, or until one year after death, provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value. **TBS Registration:** 000151 **Bank Number:** EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. **Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier for employment, superannuation, pay and benefits purposes, and is provided along with other information to Revenue Canada for income tax purposes, to Supply and Services Canada for superannuation purposes, to Health and Welfare Canada for pension purposes, to the Public Service Commission and other government institutions for facilitating continuation of employment, to provincial governments for income tax and medicare purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. **Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 70, or until one year after death provided two years have elapsed since the last administrative action. They may also be retained permanently if judged to be of historical value. **TBS Registration:** 000152 **Bank Number:** EDC PPE 802

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Current and former employees. **Purpose:** To issue identification and building-pass cards.

Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, after which the records are destroyed. **TBS Registration:** 000161 **Bank Number:** EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Labour Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Labour Canada under Government Employees Compensation Records (LAB PCE 701).

Class of Individuals: Current and former employees.

Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Labour Canada. **Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Labour Canada are retained for the periods specified in the relevant bank description.

TBS Registration: 000156 **Bank Number:** EDC PPE 806

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language

qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. **Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed.

TBS Registration: 000155 **Bank Number:** EDC PPE 805

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.

Class of Individuals: Current and former employees who have applied for parking permits. **Purpose:** To support the administration of parking privileges.

Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. **Retention and Disposal Standards:** Two years after the permit expires, after which the records are destroyed. **TBS Registration:** 000159 **Bank Number:** EDC PPE 808

Security Clearances

Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). **Class of Individuals:** Current and former employees. **Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. **Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance

was done, after which the records are destroyed. **TBS Registration:** 000157 **Bank Number:** EDC PPE 807

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. **Class of Individuals:** Employee applicants. **Purpose:** To select candidates and staff positions. **Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. **TBS Registration:** 000153 **Bank Number:** EDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and

information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To approve and record the participation of employees in training and development activities. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. **Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. **TBS Registration:** 000154 **Bank Number:** EDC PPE 804

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Bank Number:** EDC PPE 811

Farm Credit Corporation Canada

Chapter 43

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:**

85-001 **TBS Registration:** 001626 **Bank Number:** FCC PPE 801

Employment Equity Program

Description: This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority group. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i.e., women, aboriginal people, physically or mentally disabled persons and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be

used to link information in this bank with that in another bank containing employee information (i.e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. **PAC Number:** 85-001 **TBS Registration:** 002803 **Bank Number:** FCC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Federal Business Development Bank

Chapter 44

Particular Banks

Employment Equity Survey

Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and physical or mental handicaps, as well as data on educational background, previous work experience, career aspirations, and training and development. **Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees. **Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Treasury Board. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). **Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that

persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

Retention and Disposal Standards: The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. **TBS Registration:** 001829 **Bank Number:** BDB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record
Occupational Safety and Health
Pay and Benefits
Staffing
Travel and Relocation

Federal Office of Regional Development (Quebec)

Chapter 45

Particular Banks

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with FORD(Q) and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Retention and Disposal Standards:** This information is kept for three years after completion on secondment agreement. **TBS Registration:** 003223 **Bank Number:** FRQ PPE 805

Request for Transfer File

Description: The bank contains transfer requests from individuals from within FORD(Q) and outside departments. Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. **Class of Individuals:** Employees of FORD(Q) and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Retention and Disposal Standards:** Records are kept for a period of two years after which they are

destroyed. **TBS Registration:** 003224 **Bank Number:** FRQ PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Staffing

Training and Development

Fisheries and Oceans

Chapter 46

Particular Banks

Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. **Class of Individuals:** The information relates to departmental employees. **Purpose:** The information is obtained for the administration of employee attendance and leave. **Consistent Uses:** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** The records are destroyed one year after expiry of fiscal year. **PAC Number:** 85-001 **TBS Registration:** 000628 **Bank Number:** DFO PPE 805

Harbour Managers

Contains information as to date of appointment (and cancellation), remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour. Contains

information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, education, social insurance number, experience, and references. Harbour Managers are appointed by the Minister in accordance with the Fishing and Recreational Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. **Bank Number:** DFO PPE 801

National Priority Clearance and Liaison Service

This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were

considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. **Bank Number:** DFO PPE 802

Performance Reviews and Employee Appraisals

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. **Class of Individuals:** All employees in the management category (EX & SM) and employees falling under merit/performance pay plans (except PE's).

Purpose: As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate.

Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. **Consistent Uses:**

Determination of annual salary and identification of training and development needs. **Retention and**

Disposal Standards: Files are destroyed once employees terminate employment with the Department.

PAC Number: 85-001 **TBS Registration:** 000635 **Bank Number:** DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to SM) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. **Class of Individuals:** Applicants competing or being given consideration for a position.

Purpose: The purpose of this bank is to assess applicants for positions. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. **Retention and**

Disposal Standards: Records are retained for three years in department. **PAC Number:** 85-001 **TBS**

Registration: 001742 **Bank Number:** DFO PPE 804

Staffing – Management Category (I)

Description: Contains general information regarding the staffing of management category positions in the Department, and information related to the position being staffed, the candidates and the successful candidate. General documentation related to specific positions (up to SM); specific documentation related to individual performance as a result of competitions. **Class of Individuals:** Employees at the SM-2, SM-1 levels; employees in the management category; applicants

competing or being given consideration for a position.

Purpose: When staffing a position in the public service, a staffing file has to be prepared for reference and audit purposes. **Consistent Uses:** Information used during competitive process and appointments from eligibility lists when established. **Retention and Disposal**

Standards: Records are retained for three years. **PAC Number:** 85-001 **TBS Registration:** 000627 **Bank Number:** DFO PPE 803

Training and Development

Description: Contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses (list of employees who have attended including social insurance numbers); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and other special development programs. These banks (files) include resumes, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of education/leave participants; and inventory of professional development leave participants. **Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.

Purpose: To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS, and development programs; and submission of cases for review by the Human Resource Committee.

Consistent Uses: To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. **Retention and Disposal Standards:** Training forms retained until the end of year and then sent to registry. **PAC Number:** 85-001 **TBS Registration:** 000630 **Bank Number:** DFO PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code Employee Personnel Records

Employment Equity Program
 Grievances
 Identification and Building-Pass Cards
 Occupational Safety and Health
 Official Languages

Parking
 Pay and Benefits
 Security Clearances
 Travel and Relocation
 Vehicle, Ship, Boat and Aircraft Accidents

Department of Foreign Affairs and International Trade

Chapter 47

Central Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. **Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. **Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. **Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

Particular Banks

In 1990, the Department commenced the development of a comprehensive electronic database of personal information banks related to both non-rotational and rotational departmental personnel. The system, known as INFONNEL (Information/Personnel), is to incorporate existing data banks into one system but continue to limit access to specific data on a need-to-know basis. The integrated database is required for efficient administration particularly of the rotational service. Affected banks, as they apply to rotational personnel, are EAC PPE 802, EAC PPE 803, EAC PPE 804, EAC PPE 805, EAC PPE 806, EAC PPU 045, Standard Banks EAC PSE 901, PSE 902, PSE-903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; the label «INFONNEL» follows the individual bank title.

Department of Foreign Affairs and International Trade: Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal

government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. **Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad. **Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. **Retention and Disposal Standards:** These records are retained indefinitely. **TBS Registration:** 000352 **Bank Number:** EAC PPE 802

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. **Class of Individuals:** Departmental employees. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing

of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal criteria for this bank are to be established. **TBS**

Registration: 000370 **Bank Number:** EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:**

Departmental employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed. **TBS**

Registration: 000358 **Bank Number:** EAC PPE 803

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance,

discipline and termination of employment. **Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. **TBS Registration:** 000364 **Bank Number:** EAC PPE 804

Personnel Administration – Locally-Engaged Staff

Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad. **Class of Individuals:** Individuals who have been employed as locally-engaged staff at Canadian missions abroad.

Purpose: The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located. **Retention and Disposal**

Standards: Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records. **TBS**

Registration: 000351 **Bank Number:** EAC PPE 801

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** The bank concerns employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. **TBS Registration:** 002507 **Bank Number:** EAC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline**Employee Assistance****Employee Personnel Record****Grievances****Identification and Building-Pass Cards****Occupational Safety and Health****Parking****Pay and Benefits****Personal Harassment****Security Clearances****Staffing****Travel and Relocation****Vehicle, Ship, Boat and Aircraft Accidents**

Freshwater Fish Marketing Corporation

Chapter 48

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave**Conflict of Interest and Post-Employment Code****Discipline****Employee Assistance****Employee Personnel Record****Employment Equity Program****Grievances****Identification and Building-Pass Cards****Incentive Awards****Occupational Safety and Health****Official Languages****Parking****Pay and Benefits****Performance Reviews and Employee Appraisals****Personal Harassment****Security Clearances****Staffing****Training and Development****Travel and Relocation****Vehicle, Ship, Boat and Aircraft Accidents**

Great Lakes Pilotage Authority Canada

Chapter 49

Particular Banks

Employee Personnel Files

Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. **Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address. **TBS Registration:** 002998 **Bank Number:** GLP PPE 805

Order-In-Council Appointments

Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. **Purpose:** Information is used in the completion

of travel documentation and for remuneration of members. **Retention and Disposal Standards:** Files are retained of seven years. **TBS Registration:** 002999 **Bank Number:** GLP PPE 810

Register of Pilots

The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the Pilotage Act. It contains information on physical characteristics, licences and certificates. Files are retained indefinitely. **Bank Number:** GLP PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record**Pay and Benefits**

Hazardous Materials Information Review Commission

Chapter 50

Particular Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. **Class of Individuals:** Employees of the Hazardous Materials Information Review Commission. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion files for five years. **TBS Registration:** 002881 **Bank Number:** HMI PPE 805

Person-Year Utilization System

Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. **Class of Individuals:** The information relates to employees of the Commission. **Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual

reporting to Treasury Board. **Retention and Disposal Standards:** These files are retained for two years. **TBS Registration:** 002883 **Bank Number:** HMI PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code

Employee Personnel Records

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Review and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Health and Welfare Canada

Chapter 51

Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

Retention and Disposal Standards: Records are retained until the employee reaches age 75, or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 77437/607107 **TBS Registration:** 002747 **Bank Number:** HWC PCE 703

Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants. **Purpose:** The

purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. **Retention and Disposal Standards:** Records are retained until the employee reaches age 75 or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 577437/638944/607107 **TBS Registration:** 002745 **Bank Number:** HWC PCE 701

Public Service Health Medical Review Board Files

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Review Board. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701 **Retention and Disposal Standards:** Records are retained until the employee reaches 75 or if 70 years of age or over, they are retained 5 years after the last examination. Upon expiry of the retention period, some of these records will then be preserved and the remainder destroyed. **PAC Number:** 577437/607107 **TBS Registration:** 002746 **Bank Number:** HWC PCE 702

Particular Banks

Departmental Complaints File (Employees)

Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. **Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. **Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The files

are kept for two years after the last use for an administrative purpose and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002748 **Bank Number:** HWC PPE 801

Garnishment

Description: The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. **Class of Individuals:** Departmental employees and departmental contractors engaged as an individual under contract for services. **Purpose:** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limits specified in the legislation. **Consistent Uses:** It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** The records are retained for two years after the expiry of the fiscal year or last use for an administrative purpose, whichever is later. **PAC Number:** 86-001 **TBS Registration:** 002787 **Bank Number:** HWC PPE 803

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Individual awards funded by the institution are maintained for 6 years. Files affecting precedence must be transferred to the control of the PAC upon expiry of the retention period. **PAC Number:** 86-001 **TBS Registration:** 002914 **Bank Number:** HWC PPE 810

Income Security Programs Branch Employee Profile Questionnaire (I.S.P.) PAC Number: 86-001 **TBS Registration:** 003121 **Bank Number:** transferred to Human Resources Development, formerly HWC PPE 815

Managerial and Confidential Exclusions Records

Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in the bank apply to HWC employees excluded from

collective bargaining for managerial or confidential reasons. **Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002900 **Bank Number:** HWC PPE 802

Person-Year Accounting and Control System (PYAC)

Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5. **Retention and Disposal Standards:** The records are retained for six years and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002749 **Bank Number:** HWC PPE 804

Priority Referral and Clearance Centre Files

Description: This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. **Class of Individuals:** Employees of the institution and persons who have been laid off by the institution. **Purpose:** This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in

accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. **Consistent Uses:** Use of the bank is consistent with the purpose specified in part 5. **Retention and Disposal Standards:** Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. **PAC Number:** 86-001 **TBS Registration:** 002901 **Bank Number:** HWC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Human Resources Development Canada

Chapter 52

Please note: For this issue of Info Source, the information on Human Resources Development Canada

has been combined with Citizenship and Immigration. Please refer to Chapter 34.

Immigration and Refugee Board

Chapter 53

Particular Banks

Automated Property Access Security – Toronto II

Description: This bank contains information relating to the use of individual identification access cards. **Class of Individuals:** Employees in the Toronto II Region only.

Purpose: The purpose of this bank is to provide a record of the access to Board property. **Consistent**

Uses: The information in this bank would be used in the event of a breach in Board security. **Retention and**

Disposal Standards: The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS**

Registration: 003178 **Bank Number:** IRB PPE 805

Automated Property Access Security – Toronto I

Description: This bank contains information relating to the use of individual identification access numbers.

Class of Individuals: Employees in the Toronto I Region only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property. **Consistent**

Uses: The information in this bank would be used in the event of a breach in Board security. **Retention and**

Disposal Standards: The information is retained for eight months and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS**

Registration: 003177 **Bank Number:** IRB PPE 804

Employee Assistance

Description: The Board has a Memorandum of Understanding with Health and Welfare Canada, Public Services Health – Medical Services Branch to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The NHW EAP Bank contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of**

Individuals: Employees and Members of the Board.

Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical

evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures. **Retention and**

Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **TBS Registration:**

003176 **Bank Number:** IRB PPE 803

Member Tracking System

Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by members.

Class of Individuals: Members of the IRB. **Purpose:**

The purpose of this data bank is to keep track of IRB Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the IRB. **Consistent Uses:** This information is used to schedule Members in cases and to generate reports on the status of assigned cases. **Retention and**

Disposal Standards: Records are destroyed two years after the expiry of a Member's term of appointment. **TBS Registration:** 003174 **Bank Number:**

IRB PPE 801

Refugee Hearing Officer (RHO) Tracking System

Description: This information bank contains the names and addresses of RHO's. **Class of Individuals:**

Employees of the IRB. **Purpose:** This information is used

to schedule RHO's to refugee cases. **Consistent Uses:** This information is used to schedule RHO's to refugee hearings and to generate reports on their assigned cases. **Retention and Disposal Standards:** Records

will be retained for two years after the last administrative use. **TBS Registration:** 003175 **Bank Number:**

IRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals
 Personal Harassment
 Reliability Checks
 Security Clearances

Staffing
 Training and Development
 Travel and Relocation

Indian Affairs and Northern Development Canada

Chapter 54

Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. **Class of Individuals:** Departmental employees.

Purpose: This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. **Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed. **Related to PR#:** INA HRB 921 **TBS Registration:** 002541 **Bank Number:** INA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Conflict of Interest and Post-Employment Code
 Discipline
 Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Identification and Building-Pass Cards
 Incentive Awards
 Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personal Harassment
 Security Clearances
 Staffing
 Training and Development
 Travel and Relocation
 Vehicle, Ship, Boat and Aircraft Accidents

Industry Canada

Chapter 55

Central Banks

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. **Class of**

Individuals: Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. **Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. **Consistent Uses:** To establish precedents in administering the

Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner. **Retention and Disposal Standards:** Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. **PAC Number:** 86-001 **Related to PR#:** CCA DRG 165 **TBS Registration:** 000130 **Bank Number:** CCA PCE 701

Particular Banks

Career Management

Description: This bank contains personal information on employees, specifically career profiles, curriculum vitae as well as all other documentation related to employee training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class of Individuals:** Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **PAC Number:** 86-001 **TBS Registration:** 002074 **Bank Number:** COM PPE 801

Departmental Assignment Program

Description: This bank maintains an inventory of applications from employees requesting or interested in a temporary assignment. The files include completed applications and assignment forms, résumés, and the employee's most recent performance review. **Class of Individuals:** Employees seeking a short-term assignment. **Purpose:** The bank is used to match employees with assignments as they become available. **Consistent Uses:** The Department exchanges assignment and secondment information with Energy, Mines and Resources; Public Service Commission; Treasury Board; Employment and Immigration; Supply and Services; and Statistics Canada. **Retention and Disposal Standards:** Applicant records are maintained for two years and then destroyed. Records for those employees who obtained an assignment are maintained for one year following the end of the assignment date. Employees will be notified that any relevant information relating to their assignment will be forwarded to their personal file, and that any duplicate information will be destroyed. **PAC Number:** 86-001 **TBS Registration:** 002560 **Bank Number:** CCA PPE 803

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested a departmental assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment. **Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **PAC Number:** 86-001 **Related to PR#:** IST IST 921 **TBS Registration:** 002905 **Bank Number:** IST PPE 803

Educational Profile of Women at the Officer Level and Above

Description: The following information will be collected: the level of education and area of specialization; length of employment at Industry, Science and Technology; age by category; and general views on gender bias in job placements. **Class of Individuals:** The information will be collected from female employees at ISTC in the Executive, Commerce and Other Officer categories. **Purpose:** The purpose of this information bank is to develop and analyze the educational levels of female employees in the department to determine the extent to which current staff can meet the projected needs of a changing environment; and to kick-start the departmental Human Resources Information System (HRIS) in collecting and maintaining this type of basic data. **Consistent Uses:** Questions one to five on education and tenure will be housed in the departmental HRIS using employee codes. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** IST IST 100 **TBS Registration:** 002878 **Bank Number:** IST PPE 805

Employee Assistance

Description: This bank contains personal medical data which is maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** This information relates to employees of the institution. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. This information is used to support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Records are retained for two years following the date of the most recent reference to employee assistance, after which they are destroyed. **PAC Number:** 85-001 **Bank Number:** COM PPE 803

Employee Reimbursements

Description: the Personal Information Bank will contain names of employees and their home addresses. **Class of Individuals:** Departmental Employees. **Purpose:** To

provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Supply and Services Canada. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal Standards:** Retained for six years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** IST IST 914 **TBS Registration:** 003218 **Bank Number:** IST PPE 806

Enroute Individual Credit Cards

Description: This bank contains application forms for Enroute credit cards. **Class of Individuals:** Departmental employees. **Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. **Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Enroute. **Retention and Disposal Standards:** Application forms are retained for two years after the last use of the card. **PAC Number:** 86-001 **TBS Registration:** 002562 **Bank Number:** CCA PPE 804

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. **Class of Individuals:** Employees of the Department. **Purpose:** To identify individuals who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002561 **Bank Number:** CCA PPE 802

Inventory of Positions Subject to the Subdelegation of Staffing Authority

Description: Computerized inventory containing information on positions subject to the subdelegation of staffing authority such as: the position number, the group and level, if the position has been identified by the Deputy Minister, the title of the position, the name of the Bureau, the Branch/Location and the Sub-Branch/Sub-Activity, the name and initials of the incumbent, the social insurance number, the date on which the staffing training program was taken and the Memorandum of Understanding's date. **Class of Individuals:** Mostly employees from the Management Category and levels immediately below. **Purpose:** One of the delegation's conditions to the Deputy Minister is to keep a departmental inventory of all positions subject to the subdelegation of staffing authority. **Consistent Uses:** The inventory is used by Staffing Officers and Activity

Co-ordinators to verify whether the managers they are servicing have the subdelegation of Staffing authority. **Retention and Disposal Standards:** The inventory is updated every three months. Information on an employee is destroyed when the employee leaves the Department or two years after the last administrative action. **Storage Medium:** Machine readable. **TBS Registration:** 002710 **Bank Number:** CCA PPE 805

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. **Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. **Class of Individuals:** Department of Communications employees. **Retention and Disposal Standards:** Retention and disposal for this bank are to be established. **TBS Registration:** 003003 **Bank Number:** COM PPE 805

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** This information relates to employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the Department and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The performance appraisal is kept in the employee's confidential file. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which they are destroyed. **PAC Number:** 85-001 **Bank Number:** COM PPE 802

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. **Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative

bodies. **Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** RIE ACC 285 **TBS Registration:** 002012 **Bank Number:** IST PPE 801

Senior Management Development Information

Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. **Class of Individuals:** Departmental employees who occupy positions in the Senior Management Category as well as those at SM-1 and SM-2 levels. **Purpose:** This bank is used to facilitate human resource planning and career planning.

Consistent Uses: Information will be used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. **Storage Medium:** Paper. **TBS Registration:** 002711 **Bank Number:** CCA PPE 806

Work Force Adjustment

Description: This bank contains information on employees declared as surplus or laid-off. Information usually consists of a letter to the employee, the employee's curriculum vitae, copies of appraisals and the staffing priority notification form, as well as language test results where applicable. **Class of Individuals:** Certain employees and executives of Investment Canada. **Purpose:** This bank is used by senior management for human resource planning and is also used to aid employees in finding alternative employment or assignments. **Consistent Uses:** The information

contained in this bank is provided to the Public Service Commission for information and placement purposes. **Retention and Disposal Standards:** Records are retained for three years and are then destroyed. **TBS Registration:** 002554 **Bank Number:** INV PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

International Development Research Centre

Chapter 56

Particular Banks

Human Resources Inventory

Description: This bank maintains an inventory of applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, interview results, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by name in alphabetical order. **Class of Individuals:** All applicants requesting employment at IDRC. **Purpose:** The information was compiled to maintain an inventory of applicants for employment at IDRC. **Consistent Uses:** The file is used to screen suitable applicants for new or vacant positions and to

categorize suitable applicants for eventual employment.

Retention and Disposal Standards: Retained for six months after date of application. **PAC Number:** 86-001 **TBS Registration:** 001153 **Bank Number:** IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order. **Class of Individuals:** All past and present employees of IDRC. **Purpose:** The information

was compiled to maintain a medical history record of all past and present employees of the IDRC. **Consistent Uses:** This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees who travel abroad.

Retention and Disposal Standards: The records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. **PAC Number:** 83-002 **TBS**

Registration: 001154 **Bank Number:** IDR PPE 803

Official Languages

Description: This bank contains course enrolment and attendance information; language training application for the purposes of identification; language knowledge assessment scores; and correspondence about the official language qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Employees of International Development Research Centre. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the International Development Research Centre, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To administer the Official Languages Program at the International Development Research Centre.

Retention and Disposal Standards: Two years after the last documentation, the records are destroyed. **TBS Registration:** 002846 **Bank Number:** IDR PPE 806

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after permit expires. **TBS Registration:** 002844 **Bank Number:** IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and

postings, language examination exemptions, employment contracts, individual performance appraisals, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, personal harassment, identification and building passes, training and application for employment. **Class of Individuals:** Employees of IDRC. **Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with the IDRC for the purpose of facilitating personnel administration.

Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc. **Retention and Disposal Standards:** Retained by the International Development Research Centre for the duration of employment plus one year, then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by the International Development Research Centre for a period of five years after employment termination, and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 001152 **Bank Number:** IDR PPE 801

Travel and Relocation

Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees of the International Development Research Centre. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002845 **Bank Number:** IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Security Clearances

Labour Canada

Chapter 57

Central Banks

Government Employees Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. **Class of**

Individuals: Federal and Crown corporation employees. Proof of identification may be required before access is granted. **Purpose:** The purpose of this bank is to record all claims for compensation under the Government

Employees Compensation Act. **Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement. **Retention**

and Disposal Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. **PAC Number:**

69-089, Amend. 1 **TBS Registration:** 000457 **Bank Number:** LAB PCE 701

Particular Banks

Employee Assistance

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to Labour Canada employees. Employees requiring counselling contact directly the consultant whose services have been retained by Labour Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Labour Canada in order to guarantee the confidentiality of the consultation. **Class of Individuals:** Labour Canada employees. **Purpose:** The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. **Consistent Uses:** To support decisions regarding employee assistance measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Labour Canada in

a format that ensures the confidentiality of the individuals who have requested the service. **Retention and Disposal Standards:** Records relating to counselling sessions of employees are kept by the consultant for two years following the date of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that confidentiality is not breached. Upon termination of the contract, records containing personal information with respect to Labour Canada employees will be transferred to the new EAP provider, or other designated professional, with the employee's written consent. **TBS Registration:** 003324 **Bank Number:** LAB PCE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Laurentian Pilotage Authority Canada

Chapter 58

Particular Banks

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely. **Bank Number:** LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

Performance Reviews and Employee Appraisals

Medical Research Council of Canada

Chapter 59

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearance

Staffing

Training and Development

Travel and Relocation

National Archives of Canada

Chapter 60

Central Banks

Former Civilian Employees – DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000556 **Bank Number:** PAC PCE 704

Former Civilian Employees – National Health and Welfare Medical Records

Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the Public Service

Superannuation Act and other legislation. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000557 **Bank Number:** PAC PCE 705

Former Civilian Employees – Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000554 **Bank Number:** PAC PCE 702

Former Civilian Employees – Public Service Commission Record

Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees

seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000555 **Bank Number:** PAC PCE 703

PERSFILE Automated Index System

Description: The PERSFILE system identifies the storage location of files contained in other banks within the Personnel Records Centre. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian).

Class of Individuals: Former military and civilian employees of the federal government. **Purpose:** To identify and locate within the Personnel Records Centre, personnel records of former government employees.

Retention and Disposal Standards: Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retain for five years for quality control purposes. **Related to PR#:**

PAC NPR 170 **TBS Registration:** 000553 **Bank Number:** PAC PCE 701

Particular Banks

Army Reserve Force Pay Lists (1920-1949)

Description: Contains financial and pay information which includes name, service number, pay entitlements, units served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army reserve personnel. **Purpose:** To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000559 **Bank Number:** PAC PCE 707

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements,

unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later. **Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000567 **Bank Number:** PAC PCE 715

Auxiliary Services Record – World War II

Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. **Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. **Purpose:** To verify periods of service and determine eligibility for pension benefits. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000562 **Bank Number:** PAC PCE 710

Canadian Army Wartime, Special Force and Regular Force – Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000561 **Bank Number:** PAC PCE 709

Canadian Expeditionary Force (CEF) Routine Orders – World War I

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service. **Class of Individuals:** Canadian Expeditionary Force (CEF) personnel from 1914 to 1919.

Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000558 **Bank Number:** PAC PCE 706

Dental Records – World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 001943 **Bank Number:** PAC PCE 721

Medical Records – World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over.

However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000569 **Bank Number:** PAC PCE 717

Microfiche Personal File – Regular Force and Class C Reserves

Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000570 **Bank Number:** PAC PCE 718

Military Personnel Bank – World War I

Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service. **Class of Individuals:** Military personnel who served with the Canadian Forces during World War I. **Purpose:** To authenticate service information for possible pension and other benefits and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000566 **Bank Number:** PAC PCE 714

Military Personnel Bank – World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and

Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000568 **Bank Number:** PAC PCE 716

Newfoundland Forces – World War II

Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. **Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946.

Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000565 **Bank Number:** PAC PCE 713

Performance Evaluation Bank – World War II, Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. **Retention and Disposal**

Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000572 **Bank Number:** PAC PCE 720

Royal Canadian Air Force (RCAF) – Daily Routine Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of

service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

Class of Individuals: Royal Canadian Air Force (RCAF) personnel from 1924-1967. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000560 **Bank Number:** PAC PCE 708

Royal Canadian Navy (RCN) Pay Record Sheets – World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. **Class of Individuals:** Royal Canadian Navy personnel who served during World War II. **Purpose:** To verify pay records and settle any pay claims. **Retention and Disposal Standards:** Records are retained for 54

years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000564 **Bank Number:** PAC PCE 712

Service Pensions Bank – Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan.

Purpose: To determine pension entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000571 **Bank Number:** PAC PCE 719

Thirty Day Trainees – World War II

Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. **Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. **Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. **Retention and Disposal**

Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC**

Number: 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000563 **Bank Number:** PAC PCE 711

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre

Chapter 61

Particular Banks

Labour Canada

The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period. **Bank Number:** NAC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Capital Commission

Chapter 62

Particular Banks

Multi-Year Training Plan

Description: This contains names, work history, training history, formal education and proposed training. **Class of Individuals:** NCC employees. **Purpose:** To facilitate human resources development in providing appropriate and adequate training for performance improvement in current positions, succession planning and individual career development. The training plan is updated every year and is consulted for identifying specific courses on an annual basis. **Consistent Uses:** To use as a tool for annual training and development plans. **Retention and**

Disposal Standards: Records are destroyed two years after end of training plan. **PAC Number:** 85-001 **TBS Registration:** 003148 **Bank Number:** NCC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Identification and Building-Pass Cards
 Occupational Safety and Health
 Official Languages
 Parking

Pay and Benefits
 Performance Reviews and Employee Appraisals
 Security Clearances
 Staffing
 Training and Development
 Travel and Relocation
 Vehicle, Ship, Boat and Aircraft Accidents

National Defence

Chapter 63

Particular Banks

Academic Records – Officers/Officer Cadets

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. **Class of Individuals:** Officers and Officer Cadets who are attending, or have attended a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1 500 members annually.

Retention and Disposal Standards: Records are maintained indefinitely for historical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000212 **Bank Number:** DND PPE 844

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to Canadian Forces Station Alert. Specifically, it contains the following types of information: Rank, service number, sex, Military Occupation Codes; Individual attach posting history; and Qualifications required for specific positions.

Class of Individuals: Communication Research military members of the Department of National Defence.

Purpose: Information is used when posting military personnel to Canadian Forces Station Alert. **Consistent Uses:** The information is used to ensure the military personnel are treated fairly and equally if required to be posted to Canadian Forces Station Alert on a rotational basis. This is consistent with the original purpose of the data. **Retention and Disposal Standards:** Records are retained for five years after members have been removed from the eligibility list. **TBS Registration:** 002856 **Bank Number:** DND PPE 871

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location; and are accessible by providing service number, name, rank, Military Occupation Code, and type and year of incident. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.

Retention and Disposal Standards: The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC PCE 716 or PAC PCE 717. **PAC Number:** 69-014 **TBS Registration:** 000201 **Bank Number:** DND PPE 832

Canadian Forces Command and Staff College – Boards

Description: This bank contains results of Boards convened to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, service number, rank, Military Occupation Code and particulars of the board such as, year, location and name of the staff college. **Class of Individuals:** Canadian Forces officers. **Purpose:** The purpose of this bank is to record the findings of the Command and Staff

College Selection Board convened to determine suitable officers to attend Command and Staff Colleges.

Retention and Disposal Standards: Records are retained for two years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000190 **Bank Number:** DND PPE 821

Career Manager Personal File (CMPF)

Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; medical documentation such as Career Medical Review Board referral forms/disposition slips; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Occupation Transfer Program (LOTP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations; Documentation related to removal of acting or provisional status on re-enrolment. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release, if applicable. **Class of Individuals:** Members of the Regular and Class C Reserve components of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning. **Retention and Disposal Standards:** Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC PCE 718. **Related to PR#:** DND CSA 520 **TBS Registration:** 000205 **Bank Number:** DND PPE 837

Career Medical Review Board

Description: This bank contains the member's medical category, recommendations of military medical authorities, Command Surgeon, Director Personnel

Careers, Personnel Selection Officer's Report (in some cases), data submitted by the member, recommendations by the chain of command, a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and without restrictions. Records are accessible by providing full name, service number, rank and Military Occupation Code, subject, date, month and the year of the Board. **Class of Individuals:** Members of the Canadian Forces and members of the Reserve Force on Class «C» service in the rank of Major and below. **Purpose:** The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members below the rank of Lieutenant-Colonel, of the Regular Force and of the Reserve Force on Class «C» Reserve Service whose medical category is below the standard required for employment in their military classification. **Retention and Disposal Standards:** Files are held for historical and statistical purposes. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000183 **Bank Number:** DND PPE 814

Chaplain Service

Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, service number, rank and denomination. **Class of Individuals:** Chaplains in the Canadian Forces. **Purpose:** It is used as a guide to actions affecting Chaplains and their work. **Retention and Disposal Standards:** Records are destroyed after three years. **PAC Number:** 69-014 **Related to PR#:** DND CGP 470; DND CRC 485 **TBS Registration:** 000176 **Bank Number:** DND PPE 807

Civilian Personnel Information System

Description: The Civilian Personnel Management Information System, formerly the Civilian Personnel System, is a bilingual, national level on-line personnel system consisting of eight integrated subsystems which will support virtually all major functions and processes in the civilian personnel administration environment. The Establishment/Organization subsystem contains position, unit and section data; the Classification subsystem contains class, points and coordinates pertaining to the position; the Official Languages subsystem updates linguistics position and related employee data; the Staffing subsystem contains staffing related data such as competition number, process, and candidate information; the Pay and Benefits/Leave subsystem contains all data pertaining to the employee such as Personnel Records Identifier (PRI), class, address, salary, employment situations, and all leave earned and used by the employee; the Human Resources Planning subsystem maintains and tracks data pertaining to employment equity target groups and special measures programs, employee secondments and employee participation in special development programs; the

Security subsystem contains data related to employee security clearance level and the security clearance of the position; and the Civilian Training subsystem contains data related to training taken by employees. Records are accessible by providing name, PRI number, classification and unit. **Class of Individuals:** Civilian employees of National Defence. **Purpose:** The purpose of this system is to provide personnel information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. **Consistent Uses:** The information in this bank is used to produce reports to managers in order to facilitate their decision making. It is also used to provide users (ie. DCHRP, PMO ISX, etc) with a download of data for their information and analysis.

Retention and Disposal Standards: History tapes are retained for five years, then erased. **PAC Number:** 69-014 **Related to PR#:** DND PCA 625 **TBS Registration:** 000225 **Bank Number:** DND PPE 861

Command and Staff Course Student Files

Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing service number, rank/title and full name. **Class of Individuals:** Officers of the Canadian Forces, DND civilians, visiting foreign and Allied Officers. **Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. **Retention and Disposal Standards:** Records are destroyed after one year. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000211 **Bank Number:** DND PPE 843

Conflict of Interest and Post-Employment Code – Military

Description: This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. It may also contain reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing name, service number and rank. **Class of Individuals:** Members of the Canadian Forces regular and members of the Reserves on full-time paid service. **Purpose:** The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential

conflicts of interest and their resolution and/or any post-employment compliance action. **Consistent Uses:** The information in this bank is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post-employment compliance measures apply is in compliance. This impacts on a current public office holder's ability to deal with the former member. **Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. **PAC Number:** 85-001 **Related to PR#:** DND CSA 520 **TBS Registration:** 001966 **Bank Number:** DND PPE 864

Corps/Squadron Cadet Personnel Files

Description: This bank contains form CF 1158 – Application for Membership in the Cadet Organizations, form CF 910 – Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 – Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cruises. Records are accessible by providing full name, date of birth, service number, Corps/Squadron number, title, location. **Class of Individuals:** Members of the Royal Canadian Sea/Army/Air Cadets and the Canadian Cadet Organizations. **Purpose:** The purpose of this bank is to maintain information on members of the Royal Canadian Sea/Army/Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members. **Consistent Uses:** Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are retained by Corps/Squadron for five years from date of release, and are then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND RCS 340 **TBS Registration:** 000207 **Bank Number:** DND PPE 839

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. **Retention and Disposal Standards:** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre,

National Archives of Canada, where they are placed in data bank PAC PCE 717. **PAC Number:** 69-014

Related to PR#: DND DSD 510 **TBS Registration:** 000180 **Bank Number:** DND PPE 811

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name and date of birth, name of serving member, relationship to the serving member and the serving member's full name, service number, rank and Military Occupation Code. **Class of Individuals:** Dependants of members and members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage. **Retention and Disposal Standards:** Records are destroyed after two calendar years. **PAC Number:** 69-014 **Related to PR#:** DND CBD 450 **TBS Registration:** 000178 **Bank Number:** DND PPE 809

General Administration and Management

Description: The bank contains comments on Department of National Defence general administrative proposals, studies and decisions taken thereon for members of the Canadian Forces and civilian employees. Records are accessible by providing full name, date of birth, rank and Military Occupation Code. **Class of Individuals:** Members of the Canadian Forces and civilian employees of the Department of National Defence. **Purpose:** The purpose and use of this bank is to maintain correspondence pertaining to general administration. **Retention and Disposal Standards:** Records are destroyed after five calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 055 **TBS Registration:** 000197 **Bank Number:** DND PPE 828

Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. **Class of Individuals:** Members of the Canadian Forces and Civilian Employees of the Department of National Defence. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary actions, to be taken to end a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of members and

employees. The information may be subsequently used should the case result in a grievance or a Canadian Human Rights complaint. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action. Records are then destroyed. **TBS Registration:** 003005 **Bank Number:** DND PPE 875

Headquarters Documents Microfile

Description: This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; Service Number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of understanding. It also contains post-enrolment/transfer date information such as change of name. Records are retrievable by service number. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel. **Retention and Disposal Standards:** Records are retained for one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 718. **PAC Number:** 69-014 **Related to PR#:** DND PCA 625 **TBS Registration:** 000219 **Bank Number:** DND PPE 855

Information Services

Description: This bank contains biographical information on senior military and civilian officials within the Department of National Defence. Records are accessible by providing full name, rank, and Military Occupation Code. **Class of Individuals:** Senior military and civilian officials of the Department of National Defence. **Purpose:** Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties. **Retention and Disposal Standards:** Records are held until retirement and are then placed in DND PPE 837. **PAC Number:** 69-014 **Related to PR#:** DND ISD 065 **TBS Registration:** 000196 **Bank Number:** DND PPE 827

Insurance – Service Income Security Insurance Plan (SISIP)

Description: This bank contains all Regular Force and Class C Reserve Force applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). The master policy is held by Maritime Life Assurance Company. The bank also contains Canadian Forces death notifications, and life claim forms submitted by claimants. Records are accessible by providing full name, service number, date of birth, rank, and Military Occupation Code (MOC). **Class of Individuals:** Current and former Regular Force and Class C Reserve Force members of the Canadian Forces. **Purpose:** The

purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for SISIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants. **Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage. **PAC Number:** 69-014 **Related to PR#:** DND CBD 450 **TBS Registration:** 000177 **Bank Number:** DND PPE 808

Judge Advocate General's Files/Service Estates

Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, service number and date of death.

Class of Individuals: Deceased members of the Regular Force and members of the Reserve Force who were serving on Class «B» or «C» Reserve Service. **Purpose:** The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were Serving on Class «B» or «C» Reserve Service. **Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000220 **Bank Number:** DND PPE 856

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records of military members are accessible by providing full name, service number, rank, date of birth, Military Occupation Code, and if applicable, Canadian Forces Hospital with dates of admission and discharge. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's service number. **Class of Individuals:** Members of the Canadian Forces and dependants of serving members. **Purpose:** The records serve as a reference source for medical treatment and

career medical/administrative decisions. **Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. Retention and disposal of dependants medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. **PAC Number:** 69-014 **Related to PR#:** DND SGB 490 **TBS Registration:** 000179 **Bank Number:** DND PPE 810

Merit Award Program

Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, date of birth, rank, Military Occupation Code and date of nomination and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by the Department of National Defence Merit Award Committee. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are destroyed after three calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000195 **Bank Number:** DND PPE 826

Military Honours and Awards

Description: This bank contains listings of personnel who have received military honours and awards and certain limited military ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, date of birth, rank and Military Occupation Code, date and event concerned. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National Defence. **Purpose:** The purpose of this bank is to establish and maintain a record of honours and awards

accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature

Retention and Disposal Standards: Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014

Related to PR#: DND DOC 420; DND DOC 445 **TBS Registration:** 000192 **Bank Number:** DND PPE 823

Military Personnel – Grievance File

Description: This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with service number, name, rank, Military Occupation Code and year of grievance. **Class of Individuals:** Members of the Canadian Forces.

Purpose: The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act and also to record the decision made in respect of those grievances.

Consistent Uses: Investigation, by the Canadian Forces, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

Retention and Disposal Standards: The files are destroyed five years after last administrative action. **PAC Number:** 69-014 **TBS Registration:** 000200 **Bank Number:** DND PPE 831

Military Personnel Information System (Automated)

Description: This bank includes the military subsystems of the Integrated Personnel Data System (IPDS), comprising the Military Personnel Information System (MPIS), and the Supplementary Reserve application. These contain: name, rank, social insurance number, sex, date and place of birth, security clearance, religious denomination, marital status, dependants, medical category, military occupation, educational level, language, rank and occupational qualifications, duty location, engagement plan and service history for current and former members of the Regular Force. Additionally, the release address of former Regular Force members or current home address of Supplementary Reserve members is included. Similar but fewer data elements are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive individually, on a scheduled basis, a bilingual Personnel Record Résumé (PRR), showing a résumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by service number. **Class of**

Individuals: Former and current members of the Canadian Forces (Regular and Reserve). **Purpose:** The purpose of this automated data bank is to provide and verify information for those engaged in the management or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS.

Consistent Uses: The information in this bank is used to update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay

System (CCPS) (DND PPE 858) and is also forwarded to personnel information systems at the Command Headquarters, strictly to update their data holdings. The SIN is collected in accordance with the Income Tax Act, the Canada Pension Plan Regulations, and the Unemployment Insurance Act for the purpose of managing and administering members' pay, and in accordance with the Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament. While the SIN has been used since 1968 to uniquely identify CF members for all personnel administration purposes, DND is an active participant in the current Government-directed action to abandon non-legislated uses of the SIN, and has replaced it with a new Service Number (SN). While the SIN will continue to be retained for legislated purposes, use of it will be strictly limited. The new SN is used in all non-legislated applications, including routine administration. In all cases, access to the cross-reference between the SIN and the SN will be very strictly controlled after completion of the conversion process. **Retention and Disposal Standards:** Records are retained indefinitely. **PAC Number:** 69-014 **Related to PR#:** DND CPS 625 **TBS Registration:** 000175 **Bank Number:** DND PPE 806

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident, including criminal or security offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identified by a Service Number, name and initials, date of birth, and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name, Service Number (not mandatory), type of incident or offence, location and date. **Class of Individuals:** Members of the Canadian Forces, civilian employees of National Defence and members of the public involved in an offence on National Defence establishments. **Purpose:** This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for research, planning, evaluation and statistical purposes. **Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and**

Disposal Standards: The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 10 calendar years. Some records may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence. **PAC Number:** 69-014 **Related to PR#:** DND MIS 085 **TBS Registration:** 000203 **Bank Number:** DND PPE 835

Minutes of Proceedings of Courts Martial

Description: The minutes of proceedings of a court martial are an accurate record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year and place of court martial, full name and rank, when applicable, of the accused. **Class of Individuals:** Members of the Canadian Forces and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. **Purpose:** These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes. **Retention and Disposal Standards:** Records are never destroyed. **PAC Number:** 69-014 **Related to PR#:** DND JAG 035 **TBS Registration:** 000199 **Bank Number:** DND PPE 830

National Defence Fingerprint File

Description: The following information is held on former and current members of the Canadian Forces and former and current civilian employees of the Department and Allied Forces personnel serving in Canada: fingerprints, FPS number service number/civilian PRI number, name, signature, sex, date and place of birth, date and place of engagement, occupation or trade, colour of hair and eyes, height, weight, complexion, scars, amputations, birthmarks, deformities, tattoos, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible by providing name, service number/civilian (PRI) number and, as proof of identity one rolled fingerprint done in black ink. **Class of Individuals:** Former and current members of the Canadian Forces; former and current civilian employees of National Defence; Allied Forces personnel serving in Canada. **Purpose:** This bank of information is maintained to provide an infallible means of identifying personnel currently serving or released who may have been victims of a serious injury, amnesia or death during times of war and peace. It may also be used by the Department for security clearance and reliability screening of employees. **Retention and Disposal Standards:** Records are retained by the Department until the individual reaches age 90 and are then destroyed or are held for permanent retention if judged to be of historic value. Prints of Allied Forces personnel are destroyed on termination of their tour of duty in Canada. **PAC Number:** 69-014 **TBS Registration:** 000170 **Bank Number:** DND PPE 801

Non-Commissioned Members Accumulated Point List Score

Description: The information in this bank includes, for each individual, only: Military Occupation Code, Sequential number, Service Number, rank, surname and initials, enrolment date, date of birth, release date, accumulated point score by each year commencing seven years prior to release date, total score, acceptance, declined. Records are accessible by providing Service Number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous military occupation code(s) (if applicable). **Class of Individuals:** Canadian Forces Non-Commissioned members in the ranks of Corporal to Chief Warrant Officer, inclusive. **Purpose:** The purpose of this bank is to record the Non-Commissioned Members' indefinite Period of Service Accumulated Point Listings resulting from the deliberation of the Non-Commissioned Member's merit boards convened annually to rate Non-Commissioned Members for continued service beyond their current release date. The listing is an accumulated score spanning five years and commences seven years prior to the Non-Commissioned Member's current release point and applies only to non commissioned members serving on an Intermediate Engagement in accordance with Canadian Forces Administration Order 6-2. **Retention and Disposal Standards:** Records maintained since 1989 are on file and are available. Records are sent to the Personnel Records Centre of the National Archives of Canada one year after an individual ceases to be a serving member of the Canadian Forces. Records are placed in data bank PAC PCE 718. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002335 **Bank Number:** DND PPE 870

Non-Commissioned Members Merit Board Listings

Description: The information in this bank includes for each individual only: service number; rank; surname and initials; element; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank indicator. Records are used for the promotion year to which they apply. A members own records are accessible to the member and/or the members Commanding Officer on the written request of the members by providing service number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank. **Class of Individuals:** Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only. **Purpose:** The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on

courses, conversion of terms of service, specialized training and employment. **Retention and Disposal Standards:** Since 1979, the records are retained for 20 years for statistical purposes and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000209 **Bank Number:** DND PPE 841

Non-Public Fund (NPF) Personnel Index Card

Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to full-time and qualified part-time employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth. **Class of Individuals:** Non-Public Fund full-time and qualified part-time employees. **Purpose:** Records are used to store information submitted by units for administration of group insurance and pension plan, as well as for statistical purposes. **Consistent Uses:** Pursuant to the Canada Pension Plan Act, documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Records are retained only for statistical purposes and destroyed three calendar years after termination of employment. Records are retained for employees who have vested or deferred pension rights until employee reaches retirement age, death, or transferred to RRSP at employee's request. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000171 **Bank Number:** DND PPE 802

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations

Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, date of birth, period of employment and location of employment. **Class of Individuals:** Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. **Purpose:** The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. **Consistent Uses:** Pursuant to the Income Tax Act, Unemployment Insurance Act, and Canada Pension Plan Act, documentation to support pay deductions, including the social insurance number, is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Files are destroyed two calendar years after

termination of employment. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000172 **Bank Number:** DND PPE 803

Non-Public Fund Employees of the Canadian Forces – Personnel Applicant and Benefit Programs File

Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name; date of birth; periods of employment; and subject, date and file number (if known) of the initial application or correspondence. **Class of Individuals:** Non-Public Fund employees. **Purpose:** This file is used for the administration of Non-Public Fund employees. **Consistent Uses:** Pursuant to the Canada Pension Act, documentation to support pension deductions and entitlements including social insurance number is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Records are destroyed after five calendar years. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000173 **Bank Number:** DND PPE 804

Officer Boards for Academic Enhancement and Specialist Training Plans

Description: This bank contains the annual boards for Post Graduate Training, University Training Plan (Officers), Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans. Each board may contain selection criteria, proceedings, findings, lists of the officers selected, (the Post Graduate Training Board lists alternates and those not selected), letters of disposition to each applicant and any resulting postings. Only those officers who apply for each plan are included. Records are accessible by providing full name, rank, service number, Military Occupation Code, particular plan and year of application. **Class of Individuals:** Canadian Forces officers who have made application for the training plans listed. **Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plans. **Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002273 **Bank Number:** DND PPE 848

Officers Merit Board Listings

Description: The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: Merit List position number, Service Number, name; initials; score; Military Occupation Code (MOC); years of service; current rank; current and previous seniority date; promotion zone entry date; and remarks. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Intermediate Engagement (IE) and Indefinite

Period of Service (IPS) offers and acceptance or rejection (as applicable). A members own records are accessible to the member and/or the members Commanding Officer on the written request of the member by providing full name, service number, rank for each year covered by the request including date of promotion to each rank; current MOC; previous MOC(s) (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable). **Class of Individuals:** Officers in the Canadian Forces (Regular). **Purpose:** The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service. It is also used by Commanding Officers for professional development and career progression.

Retention and Disposal Standards: Records maintained since 1979 are on file and are available. These and future records will be retained for a period of 20 years for statistical and promotional purposes and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000208 **Bank Number:** DND PPE 840

Pay Records File

Description: The bank contains, for every individual who is serving or has served in the Canadian Forces Regular and Class «C» Reserve since 1947, records of their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and UIC contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing service number, social insurance number and full name. **Class of Individuals:** Members of the Canadian Forces (Regular) and personnel on Class «C» Reserve service. **Purpose:** The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular) and personnel on Class «C» Reserve service. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes, and for planning implementing and evaluating government personnel policies relating to pay and allowances. **Consistent Uses:** Pursuant to the Income Tax Act, Unemployment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to the Departments of Supply and Services and National Revenue (Taxation). **Retention and Disposal Standards:** The Master Pay Records are microfilmed on a regular basis and destroyed after 54 years. **PAC Number:** 69-014 **Related to PR#:**

DND FSB 765 **TBS Registration:** 000222 **Bank Number:** DND PPE 858

Pension File

Description: The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing service number and full name. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this file is to determine superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the Department of Supply and Services (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, as well as to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. **Retention and Disposal Standards:** Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. **PAC Number:** 69-014 **Related to PR#:** DND FSB 765 **TBS Registration:** 000223 **Bank Number:** DND PPE 859

Performance Evaluation Report File

Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of commendation and awards. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release if applicable. **Class of Individuals:** Members of the Regular Force and members of the Reserve Force on Class C service. **Purpose:** The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. **Retention and Disposal Standards:** Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000206 **Bank Number:** DND PPE 838

Personnel Applied Research Information Data Bank

Description: This automated data bank contains data on recruiting, selection (including Aircrew Selection tests), training, employment in the Canadian Forces (CF) and reasons for attrition. The information is demographic, biographic, and attitudinal, and concerns military occupations, assessment and employment. Records are retrievable by service number. **Class of Individuals:** Applicants to the Canadian Forces and serving and

former members of the Canadian Forces. **Purpose:** This automated data bank provides a database for personnel research, i.e., occupational selection and program evaluation. **Retention and Disposal Standards:** CF 283 Applicant Assessment forms are retained in hard copy for five years and then indefinitely on microfiche. All other records are destroyed after five years. **PAC Number:** 69-014 **Related to PR#:** DND PDB 360 **TBS Registration:** 000184 **Bank Number:** DND PPE 815

Personnel Files – Training

Description: The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, service number, rank, Military Occupation Code, course attended and school where course was taken. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. **Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000210 **Bank Number:** DND PPE 842

Personnel Security Investigation File

Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability status granted, and Security Clearance Review Board documentation and Security Intelligence Review committee appeals. Reliability check records apply to pre-employment/employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information.

The reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets or access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by surname, initials and date of birth of the individual. In addition, individuals who were released before 1990 must also provide their social insurance number. **Class of Individuals:** Current and former members of the Canadian Forces and civilian employees of the Department of National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. **Purpose:** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel. **Consistent Uses:** The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. **Retention and Disposal Standards:** Records are retained until the individual reaches the age of 67 and, provided, there has been no activity in the last two years, destroyed. **PAC Number:** 69-014 **TBS Registration:** 001782 **Bank Number:** DND PPE 834

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, service number and location of the interview. **Class of Individuals:** Members of the Canadian Forces and U.S. military personnel serving in Canada. **Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces and U.S. military personnel serving in Canada. **Retention and Disposal Standards:** The files are destroyed after two years. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000221 **Bank Number:** DND PPE 857

Requests from and Disclosures to Investigative Bodies

Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II

of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name and rank, classification or Military Occupation Code, if applicable. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National Defence. **Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. **Retention and Disposal Standards:** Information is destroyed two years after date of last correspondence. **PAC Number:** 69-014 **Related to PR#:** DND PCA 610 **TBS Registration:** 000218 **Bank Number:** DND PPE 854

Reserve Force Civilian Occupations

Description: This bank holds information contained on completed questionnaires. It includes the following information: social insurance number, name, education, union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether employer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing social insurance number, rank, name, Reserve component and unit. **Class of Individuals:** Members of the Reserve Force who are in civilian occupations which may be critical to the war effort. **Purpose:** The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. **Consistent Uses:** Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter. **Retention and Disposal Standards:** Records are destroyed two years after the last administrative act. **TBS Registration:** 002105 **Bank Number:** DND PPE 865

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production plans: University Training Plan Non-Commissioned Members (UTPNM); Special Commissioning Plan (SCP); Commissioning From the Ranks Plan (CFRP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan Military (OCTPM); and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, service number, rank, Military Occupation Code (at the time), plus the specific plan and year of

application, nomination or selection. **Class of Individuals:** Non-Commissioned Members of the Canadian Forces who have applied for UTPNM, SCP or OCTPM; or who have been nominated for LDO, CFRP or selected for SRCP. **Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. **Retention and Disposal Standards:** The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 837. Board reports are retained for 20 years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002272 **Bank Number:** DND PPE 847

Service Prison and Detention Barrack Records

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing service number, name, detention identification number, place and dates of incarceration. **Class of Individuals:** Individuals who are or have been incarcerated in military service prisons and detention barracks. **Purpose:** The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calculation of, and the decision-making process respecting, the number of days remission earned by an inmate. **Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use. **PAC Number:** 69-014 **TBS Registration:** 001765 **Bank Number:** DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank which is accessible by providing member's full name, service number, rank, Military Occupation Code, place and date of interview(s), and interviewer (if possible). **Class of Individuals:** Members of the Canadian Forces and members of their immediate families. **Purpose:** Information in the bank is used to assist the social work officer in professional treatment and case management. **Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in

injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed. **PAC Number:** 69-014 **Related to PR#:** DND PSB 405 **TBS Registration:** 000181 **Bank Number:** DND PPE 812

Squadron Personal File – Officer Cadets

Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College militaire royal and Royal Roads Military College files are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is in attendance. **Class of Individuals:** Officer cadets attending a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1500 members on a continuous basis. **Retention and Disposal Standards:** After graduation, records are maintained as follows: CMR, destroyed after four years; RRCMC, destroyed after two years and RMC, retained indefinitely for historical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000213 **Bank Number:** DND PPE 845

Suggestion Award Program

Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data. Records are accessible by providing full name and originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose and use of this bank is to administer the Department of National Defence Suggestion Award Program. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Accepted suggestions which result in awards under \$1,000 are destroyed after three calendar years and suggestions which result in awards of over \$1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000194 **Bank Number:** DND PPE 825

Unit Military Personnel Bank

Description: This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, Statements of Ordinary Residence, Physical Fitness Evaluation Envelopes, Unit Employment Records (UER) and may contain Personnel Evaluation Reports on Reservists, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, service number, rank, Military Occupation Code and Unit. **Class of Individuals:** Serving members of the Canadian Forces (Regular and Reserve). **Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units. **Consistent Uses:** Pursuant to the Canada Elections Act, lists of Canadian Forces electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. **Retention and Disposal Standards:** One year after a member's release from the Canadian Forces records are transferred to the Personnel Records Centre (PRC), National Archives of Canada. Reserve Force records are transferred to PRC three years after release. Records are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000204 **Bank Number:** DND PPE 836

■ Director Dependants Education Management

Dependant Education Allowances

Description: This bank consists of three databases containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Information contained includes service number and name of DND personnel, name(s) and date(s) of birth of dependants, posting location, requested and authorized benefits and pertinent school years of benefit. Records are accessible by providing name and service number. Dependant education benefits records are identified by name and service number of the DND member and dependants name(s) and date(s) of birth. **Class of Individuals:** Members of the Canadian Forces, civilians employed by DND outside Canada and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. **Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **PAC Number:** 69-014 **Related to**

PR#: DND DEP 465 **TBS Registration:** 003267 **Bank Number:** DND PPE 876

■ Director Personnel Psychology and Sociology

Personnel Selection Officer Training Files

Description: This bank contains information pertaining to Personnel Selection Officers in the Canadian Forces. Specifically, it contains biographical data, course reports, on-job-training reports, academic qualifications, post-graduate course reports, professional development course reports, in- and out-service specialty training reports, records of special employment or experience, letters of appreciation and posting and promotion messages. Records are accessible by name, rank and service number. **Class of Individuals:** Personnel Selection Officers of the Regular and Reserve Forces.

Purpose: The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. **Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Lieutenant-Colonel, at which time the records are destroyed. **PAC Number:** 69-014 **Related to PR#:**

DND CSA 520 **TBS Registration:** 003268 **Bank Number:** DND PPE 877

■ Director Professional Development and Language Training

Military Postgraduate and Subsidized University Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate or other authorized subsidized university training, such as name, initials, rank, military occupation code and description, service number, file and course loading authorization (CLA) numbers and date assigned, FMW/WCN numbers (applicable to US military courses), training source category, name and location of institution, course title, program type, occupation specialty qualification code, target position in establishment, course start and end dates, estimated cost per year and total cost, financial planning code (GRC), CLA request reference, posting message, obligatory service completion date, posting date and date thesis received. Records are accessible by providing full name, service number, rank, Military Occupation Code, course title and program type and name and location of the institution where training was received. **Class of Individuals:** Canadian Forces officers selected for postgraduate or other authorized subsidized university training. **Purpose:** The purpose of this bank is to maintain administrative records of officers undergoing postgraduate or other subsidized university training and to assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate/university qualifications. **Retention and Disposal Standards:** Hard copy file records are contributed to personal information bank DND PPE 837 Career Manager Personal Files on completion of training. Computer records are retained indefinitely for statistical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 003269 **Bank Number:** DND PPE 878

■ Chief Personnel Careers and Development

Canadian Forces Drug Testing Program

Description: This bank contains results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program. It also contains administrative details of all specimen collections and career action on members who produced validated positive test results. The records are accessible by providing full name, initials, service number and date and place of testing (Unit Identification Code). **Class of Individuals:** Members of the Canadian Forces Regular and Reserves (on assignment to the Regular Force).

Purpose: The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate preventative education, treatment, rehabilitation, enforcement and/or other administrative measures as prescribed in CFAO 19-21. **Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell. It is shared in-house only with medical/social councillors, career managers, military police and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. **Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. Positive test results are maintained by the Drug Testing Administrative Cell as statistical data. **PAC Number:** 69-014 **Related to PR#:** DND PCA 630 **TBS Registration:** 003172 **Bank Number:** DND PPE 890

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Energy Board

Chapter 64

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Farm Products Marketing Council

Chapter 65

Note: Information on the employees of the National Farm Products Marketing Council is also held by Agriculture Canada.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

National Film Board

Chapter 66

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Records

Grievances

Occupational Safety and Health

Security Clearances

Travel and Relocation

National Gallery of Canada

Chapter 67

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Library of Canada

Chapter 68

The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 60).

National Museum of Science and Technology

Chapter 69

Particular Banks

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:** Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **PAC Number:**

86-001 **TBS Registration:** 002862 **Bank Number:** STM PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personal Harassment
 Security Clearances

Staffing
 Training and Development
 Travel and Relocation
 Vehicle Accidents

National Parole Board

Chapter 70

Particular Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. **Class of Individuals:** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably. **Consistent Uses:** The information is used to support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after it was last used for an administrative purpose. **Related to PR#:** NPB NPB 005 **TBS Registration:** 002100 **Bank Number:** NPB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Research Council Canada

Chapter 71

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to

resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000959 **Bank Number:** NRC PEE 801

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files

or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the National Research Council. **Purpose:** This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market.

Consistent Uses: The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal**

Standards: The disposal criteria for this bank are to be established. **PAC Number:** 85-001 **TBS Registration:** 002202 **Bank Number:** NRC PEE 802

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. **Consistent Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years, after which they are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002201 **Bank Number:** NRC PPE 803

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the National Research Council. **Purpose:** The bank provides a record of the information used in staffing positions within the National Research Council. **Consistent Uses:** This bank may also be used in the selection of candidates for the Council's Secondment Program. **Retention and Disposal Standards:** Records are retained for two years after any administrative action, after which they are destroyed. **PAC Number:** 86-001 **Related to PR#:** NRC PAS 745 **TBS Registration:** 002438 **Bank Number:** NRC PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Personal Harassment

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Transportation Agency of Canada

Chapter 72

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Natural Resources Canada

Chapter 73

Particular Banks

Assignments Program

Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. **Class of**

Individuals: The information relates to current and former Public Service employees who have registered in the Program. **Purpose:** The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program.

Consistent Uses: The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. **Retention and**

Disposal Standards: Records are retained for a period of three years after the end of the assignment. **Related**

to PR#: EMR HRS 655 **TBS Registration:** 003309

Bank Number: EMR PPE 811

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to administer accommodation requirements and the collection of rental deductions. **Consistent Uses:** Linked to Department of Public Works PWC PPU 020. **Retention and Disposal**

Standards: Individual files are retained for two years after the occupants vacate the premises. **PAC Number:** 86-001 **Related to PR#:** EMR FAS 730 **TBS Registration:** 000408 **Bank Number:** EMR PPE 802

Employee Medical Referrals

Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. **Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required. **Purpose:**

The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. **Consistent Uses:** The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use. **Related to PR#:** EMR HRS 655 **TBS Registration:** 003308 **Bank Number:** EMR PPE 810

Garnishment of Salaries and Other Remuneration

Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. **Class of Individuals:** Departmental employees and contractors engaged by

the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. **Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. **Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by Staff Relations Division at headquarters, while a copy of all necessary documentation is held by the pay office responsible for administration of pay and benefits, if the garnishment concerns an employee, or by the Financial Services Office, if it concerns a contractor. **Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. **Related to PR#:** EMR HRS 655 **TBS Registration:** 002313 **Bank Number:** EMR PPE 803

Salary Forecasting Module

Description: This bank contains salaries and person-year utilization information by individual. It also includes period of work, position number, group level and employee status. The social insurance number (SIN) is used to accumulate actual salary expenditures by employee coming from the SSC pay system. However, the SIN is not displayed to users. The SIN will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. **Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. **Retention and Disposal Standards:** Records are retained for a period of six years. **Related to PR#:** EMR FAS 720 **TBS Registration:** 003119 **Bank Number:** EMR PPE 805

Workforce Adjustment

Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. **Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority. **Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. **Consistent Uses:** The records are used to facilitate the placement of employees. **Retention and Disposal Standards:** Records are retained for two years after the employee has been placed. **Related to PR#:** EMR HRS 655 **TBS Registration:** 003310 **Bank Number:** EMR PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Natural Sciences and Engineering Research Council of Canada

Chapter 74

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest

situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to

maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001628 **Bank Number:** SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. **Consistent Uses:** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this,

some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatability of the ratings across different directorates and branches within NSERC. **Retention and Disposal Standards:** Files are retained on file for five years and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002582 **Bank Number:** SER PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Discipline
- Employee Assistance
- Employee Personnel Record
- Grievances
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Security Clearance
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Northern Pipeline Agency Canada

Chapter 75

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

- Employee Personnel Record
- Pay and Benefits
- Travel and Relocation

Northwest Territories Water Board

Chapter 76

Please note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada

Chapter 77

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001605 **Bank Number:** OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Office of the Chief Electoral Officer

Chapter 78

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Office of the Commissioner of Official Languages

Chapter 79

Particular Banks

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the Administration of Pay and Benefits within the office.

Class of Individuals: Information is held on employees of the office against whom garnishment proceedings have been taken. **Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

Consistent Uses: The bank is also used to approve deductions from salary. **Retention and Disposal**

Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. **TBS Registration:** 002849 **Bank Number:** COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. **Class of**

Individuals: Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed to the Crown in which case records are retained until the overpayment is settled, the debt collected. **TBS Registration:** 002850 **Bank Number:** COL PPE 804

Superannuation File

Description: This contains Birth Certificates for employees, spouse and children. Information of marital status. Documents regarding date of becoming a contributor to the Superannuation Plan, Reciprocal Transfer Agreements, Elections, Pension Calculations and Salary History and Designation of Beneficiary. **Class of Individuals:** Active and former employees who were contributors to the Superannuation. **Purpose:** To

have access, in one location, to all pertinent data in order to properly ascertain pension entitlements.

Consistent Uses: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. **Retention and**

Disposal Standards: Records are destroyed two years after all actions are completed. **TBS Registration:** 002848 **Bank Number:** COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, c.v., copy of all forms and correspondence related to the situation, training and preferred location of employment. **Class of Individuals:** Employees declared surplus. **Purpose:** This bank provides documentation to Personnel Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. **Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position. **Retention and Disposal Standards:** Two years after the employee leaves. **TBS Registration:** 002847 **Bank Number:** COL PPE 801

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee. **TBS Registration:** 001265 **Bank Number:** COL PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Travel and Relocation

Office of the Grain Transportation Agency Administrator

Chapter 80

Particular Banks

Employment Equity – Self Identification System

Description: This bank, controlled by the Agency Employment Equity Program, contains data collected from a voluntary self-identification survey conducted on the Agency's employees. The employees are asked to provide personal information such as name, social insurance number and target group status. The data is updated through a questionnaire sent to new employees along with a letter of job offer. Provision of social insurance number is optional. **Class of Individuals:** Grain Transportation Agency employees. **Purpose:** The purpose of this bank is to support Employment Equity analysis on the status of target group members of the Agency. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all target groups. **Retention and Disposal Standards:** Individual files will be held until the employee leaves the Agency. **Related to PR#:** AGT FAA 060 **TBS Registration:** 002263 **Bank Number:** AGT PPE 802

Personnel Management System

Description: The Agency maintains a personnel management information system on jobs and employees. Information includes leave and attendance, pay and benefits, official languages, training and resource utilization. The pay system is handled on a manual basis. **Class of Individuals:** Grain Transportation Agency employees. **Purpose:** The information is used by management and allows the Agency to give proper data required by central agencies. **Retention and Disposal**

Standards: Files are retained for two years. **Related to PR#:** AGT FAA 060 **TBS Registration:** 002262 **Bank Number:** AGT PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 81

Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence

Service is held by the Department of the Solicitor General Canada (Chapter 98).

Office of the Superintendent of Financial Institutions Canada

Chapter 82

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada

Chapter 83

Particular Banks

Employee Personnel Record

This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration.

Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave,

pay and benefits, training and development,

occupational health and safety, official languages,

discipline, and level of security, where information in one area may affect a decision in another area. In the above

cases, the information in this bank summarizes and

refers to more detailed information in other banks. This

information may be used, provided such use is

consistent with the main uses of the information, to

insure that personnel actions within the Authority are

coordinated in the interests of both the individual and

the employer. The Employee Personnel Record contains

information concerning personal characteristics, including

age and sex; social insurance number; home address;

citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information

concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare and Supply and Services Canada for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority. **Bank Number:** PPA PPE 802

Register of Employee Pilots

This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the Pilotage Act. It is a general record on each individual employee pilot including name, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Records are retained for an indefinite period. **Bank Number:** PPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Pay and Benefits

Patented Medicine Prices Review Board

Chapter 84

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Pension Appeals Board

Chapter 85

Particular Banks

Employee Records

Any pertinent information concerning PAB employee personal records should be directed to Personnel

Operations Unit 1, National Capital Region, Personnel Administration, Health and Welfare Canada, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario K1A 0L4. **Bank Number:** PAB PPE 801

Privy Council Office

Chapter 86

Particular Banks

Security Clearances and Assessments Bank

Description: This bank contains the security clearance records of employees, candidates for employment and employment agency personnel employed in the Prime Minister's Office, the Deputy Prime Minister's Office, the Privy Council Office, the Federal-Provincial Relations Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat, Government House, the Canadian Human Rights Commission, the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointments or candidates for appointment. Security clearance records include personal histories, fingerprint forms and records of criminal convictions (if any), records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and the issuance of identification cards. A notation of level of clearance may be included with the official personnel record. The bank contains records on employees or candidates for employment, as well as certain Order-in-Council appointees or candidates for appointment, of the above institutions or bodies. **Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. This bank is used to assist in decisions on transfers, promotions and appointments and to issue identification cards and building passes. Records related to the issuance of

identification cards are retained for six months after the card expires. Records related to the security clearance or assessment process are kept for a minimum of two years after termination of employment or appointment and all are destroyed after five years. **PAC Number:** 86-001 **TBS Registration:** 002546 **Bank Number:** PCO PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Procurement Review Board of Canada

Chapter 87

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Performance Reviews and Employee Appraisals

Security Clearance

Staffing

Training and Development

Public Service Commission of Canada

Chapter 88

Central Banks

■ Appeals and Investigations

Appeal Hearings Files

Description: This bank may contain an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the Appeal Board decision report submitted to the appellant. **Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal. **Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. **Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. **Retention and Disposal Standards:** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. However, for files referred to the Federal Court of Canada under section 18 of the Federal Court Act the decisions are microfilmed and are retained for twenty (20) years whether the section 18 application is allowed or dismissed with or without reason. Computerized information is retained for five (5) years. **PAC Number:** 85-016 **Related to PR#:** PSC AIB 005 **TBS Registration:** 001445 **Bank Number:** PSC PCE 702

Investigations Directorate Files

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Public servants who have filed complaints with the Investigations Directorate related to the application of the Public Service Employment Act and its Regulations or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. **Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986 -2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. The information is used so that allegations may be examined,

recommendations made and corrective actions taken if warranted. **Consistent Uses:** It is also used to prepare background documentation in support of a recommendation to establish a board of inquiry.

Retention and Disposal Standards: Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. **PAC Number:** 85-016 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001446 **Bank Number:** PSC PCE 703

Requests for Commission's Opinion Files

NOTE: As of June 1, 1993 this recourse is now the responsibility of the Appeals Directorate (refer to PSC PCE 702)

Description: This bank may contain information collected in the course of an investigation under section 21(1) of the Public Service Employment Act. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluations, and reasons why employees might think that their opportunity for advancement has been prejudicially affected. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted. **Class of Individuals:** Public servants who have sought the Commission's opinion regarding prejudicial effect to their opportunities for advancement. **Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act. The files are a result of investigations pursuant to requests for the Public Service Commission's opinion under section 21(1) of the Public Service Employment Act received prior to June 1, 1993. This bank is used to examine allegations and issue a Commission's opinion as to prejudicial effect following an appointment without competition. **Consistent Uses:** This bank may be used for research and statistical purposes. **Retention and Disposal Standards:** Records are retained for five (5) years after the investigation is completed and are then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. **PAC Number:** 85-016 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001463 **Bank Number:** PSC PCE 720

■ Staffing Programs

Applicant Inventory

Description: This bank may contain applications/curriculum vitae and screening information. The bank may also contain records of applicants for the Co-operative Education and Employment Equity

Programs, (the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option – the Non-Traditional Occupations Program for Women). Individuals seeking access to this information are required to specify the city in which they presented an application for employment. **Class of Individuals:** Public servants who have applied for a position in the public service through the Applicant Inventory. **Purpose:** This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific technical and operational categories excluding the EX group.

Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Data from the CO-OP system is frequently matched with the Appointment Information Management System (AIMS) for statistical purposes and program evaluation to determine the number of students who become regular employees of the Public Service. The National Applicant Inventory System (NAIS) is also matched with AIMS to obtain statistical information on appointments within the Public Service. Various exam results are extracted from the Test Storage and Results Analysis System (TS & RAS) for input into NAIS. Data is also extracted to obtain information on recruitment and referral for the Operational Performance Measurement System (OPMS). **Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventory, and then destroyed. Computerized information is retained for five (5) years. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001451 **Bank Number:** PSC PCE 708

Applicant Inventory Referral Files

Description: This bank may contain general personal data, referral forms, reference checks and referral results. **Class of Individuals:** Public servants referred by the PSC to departments and agencies, excluding employees in the EX group. **Purpose:** This bank exists to record referrals by the PSC to departments and agencies. **Consistent Uses:** The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Applicant Inventory Referral Files (AIRF) data is input to the Operational Performance Measurement System (OPMS) for program evaluation purposes. **Retention and Disposal Standards:** Records are retained for two (2) years and then destroyed. Computerized information is retained for four (4) months. **PAC Number:** 85-016 **Related to PR#:**

PSC SPB 030 **TBS Registration:** 001453 **Bank Number:** PSC PCE 710

Assessment Centre Files (EIEP)

Description: This bank may contain memoranda and letters; biographical information and assessment results.

Class of Individuals: Federal public servants who have been assessed by the Assessment Centre (EIEP).

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program or departmental development program candidates.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or departmental developmental programs so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. **Retention and Disposal Standards:** Hardcopy and computer records are retained for thirty (30) years after the assessment and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 070 **TBS Registration:** 001469 **Bank Number:** PSC PCE 726

Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)

Description: This bank may contain biographical information; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973. **Class of Individuals:** Federal public servants who were candidates for the Career Assignment Program (1968 to 1973). **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973). **Consistent Uses:** This bank is used to provide assessment information to candidates requesting feedback and to gather normative and research information on the candidates in the Career Assignment Program. **Retention and Disposal Standards:** Records of employees assessed between 1968 and 1973 will be kept for thirty (30) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 070 **TBS Registration:** 001467 **Bank Number:** PSC PCE 724

Diagnostic and Career Counselling Service Assessment Results

Description: This bank may contain biographical information and assessment material and results of clients of the Diagnostic and Career Counselling Service.

Class of Individuals: Public Servants in the Executive Category and equivalent levels and EX minus 1 levels who have requested the services of the Diagnostic and Career Counselling Service. **Purpose:** This bank exists in accordance with section 10 and 16(1) of the Public Service Employment Act to record biographical information assessment results of clients of the Diagnostic and Career Counselling Service. The bank

exists to provide members of the Executive Category and of the EX minus 1 levels with diagnostic information to enhance their self-understanding and to provide an opportunity to receive confidential counselling.

Consistent Uses: This information is used to provide advice to the client and, at the client's request, assessment information on the client can be provided to those of the client's choosing. It can also be used for research in order to maintain the quality of service.

Retention and Disposal Standards: Paper and computer records are retained for ten (10) years after being declared inactive and then destroyed. **PAC**

Number: To be approved. **Related to PR#:**

PSC SPB 030 **TBS Registration:** 002912 **Bank**

Number: PSC PCE 765

EDP Statistical Systems

Description: This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance numbers, work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The bank includes the following EDP systems:

Appointment Information Management System (AIMS), Separations, Workforce Adjustment Reporting System (WARS), Quarterly Statistical File (QSF) and Career-Oriented Summer Employment Program (COSEP). The information in these systems is obtained from the TBS Incumbent/Mobility Systems, the T.B. Official Languages Information System or appointment documents or statistics received from other departments. **Class of**

Individuals: All individuals who have been appointed to positions in the public service or who have left the public service. **Purpose:** These systems were created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the five-year workforce downsizing program and the summer employment program. **Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Relationship with other systems: AIMS provides to the Management Resources Information System (MRIS) basic data and changes resulting from appointments. It is also merged with MRIS, the Population Annual Reporting File, the Separation File and the Treasury Board Official Languages Information System (OLIS) to produce the Quarterly Statistical File (QSF). It is also linked with the Staffing Officer Certification System to monitor the staffing certification of appointing officers and with the National Applicant Inventory and COSEP System to provide appointment information. It is merged with OLIS to check position language requirements with that of the incumbent. Source data from the Separation File is used to update the MRIS and to create the QSF for statistical reporting. Data from the TBS Incumbent File and

Priorities Administration System (PAS) are input into the WARS and used to track the progress of those affected by the downsizing exercise. The QSF interfaces with AIMS, OLIS, MRIS, Separation and the TBS Incumbent Mobility Systems for statistical reporting purposes.

COSEP is matched with AIMS to determine the number of students who become regular employees of the Public Service. Information in QSF and AIMS is also merged with Treasury Board's Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. **Retention and**

Disposal Standards: AIMS: The Report on Staffing Transaction is retained for three (3) years from the date it is received by the PSC. The computerized data is kept on line for two (2) years and transferred to a tape which is destroyed after twenty five (25) years. Separations:

The computerized information is retained until it has been superseded, and then deleted. WARS: Records are retained for ten (10) years or until they are superseded or become obsolete. QSF: Information on individuals is retained for five (5) years after point of first capture, and then archived to tape. COSEP: Information on COSEP records is retained for five (5) years, and then transferred to tape. **PAC Number:** 85-016 **Related to PR#:**

PSC SPB 030 **TBS Registration:** 002299 **Bank**

Number: PSC PCE 761

Employee Position Abandonment Files

Description: This bank may contain a copy of the letter sent to the employee and notification by employing department to the Public Service Commission. **Class of**

Individuals: Public servants who have abandoned their position. **Purpose:** This bank exists in accordance with section 27 of the Public Service Employment Act to record and provide information on abandonment of positions by employees. **Consistent Uses:** The bank is used to provide statistical information to Parliament on employees who have abandoned their position.

Retention and Disposal Standards: Records are kept for two (2) years after receipt at the PSC and then destroyed. **PAC Number:** 85-016 **Related to PR#:**

PSC SPB 030 **TBS Registration:** 001456 **Bank**

Number: PSC PCE 713

Employment Equity Programs

Description: This bank may contain information concerning the on-the-job training assignments of Access Program participants, Visible Minority Employment Program participants, National Indigenous Development Program participants, Northern Careers program participants and Non-Traditional Occupations Program for Women participants (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the

records of participating departments. **Class of Individuals:** Individuals participating in the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. **Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. **Consistent Uses:** The bank is used to monitor the progress of participants and to measure the effectiveness of each program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. Relationship with other systems: The appointment data is manually cross-checked with the Appointment Information Management System to ensure accuracy of the information. **Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 040 **TBS Registration:** 002297 **Bank Number:** PSC PCE 758

Interdepartmental Peer Committee Files on Promotions

Description: This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements. **Class of Individuals:** Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation. **Purpose:** The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. **Consistent Uses:** The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual. **Retention and Disposal Standards:** Files are retained for five (5) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002298 **Bank Number:** PSC PCE 759

Interdepartmental Secondment Program

Description: This bank may contain résumés, appraisals, secondment agreements, references, interview information, referral results, employee requests for secondment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested an interdepartmental secondment. **Purpose:** This bank was created to maintain an inventory of federal government employees interested in a secondment. **Consistent Uses:** The information is

used to identify interested employees for referral to available secondment opportunities. It is also used for statistical purposes and for human resources planning. **Retention and Disposal Standards:** Records are retained for a period of two (2) years after termination of applicant status and two (2) years after completion of a secondment. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002319 **Bank Number:** PSC PCE 762

Inventory of Applicants for Management Trainee Program

Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, records of instances of consideration, notations or referrals, notes to file and telexes. **Class of Individuals:** Public servants applying to the Management Trainee Program **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of public servants seeking positions with the Management Trainee Program **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of applicants who become participants (for statistical purposes and studies) **Retention and Disposal Standards:** Records are retained for three (3) years after application is submitted and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to MTP participants files. **PAC Number:** To be approved. **Related to PR#:** PSC SPB 030 **TBS Registration:** 002910 **Bank Number:** PSC PCE 763

Inventory of Participants to the Accelerated Economist Training Program

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, correspondence, administrative documents related to security, travel and training, assignment descriptions, performance evaluations, agreements, job descriptions, and other printed material where applicable. **Class of Individuals:** Public servants who are or have been participants on the Accelerated Economist Training Program. **Purpose:** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the Accelerated Economist Training Program. **Consistent Uses:** This bank is used for the general management of the assignments and for statistical purposes. Relationship with other systems: It interfaces with the Appointment Information Management System to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Hard copy records are retained for five (5) years after the participant ceases to be an Accelerated Economist Training Program participant and twenty (20) years for machine readable records. **PAC Number:** To be

approved. **Related to PR#:** PSC SPB 030 **TBS Registration:** 003069 **Bank Number:** PSC PCE 766

Management Resources Information System (MRIS)

Description: This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. **Class of Individuals:** Public servants appointed to eligible classifications as determined by the Public Service Commission, public servants participating or seeking participation on Interchange Canada or International Assignments and public servants who are placed on brokerage. **Purpose:** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. **Consistent Uses:** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File. **Retention and Disposal Standards:** Hardcopy records of appointments to executive group positions are retained for the duration of employment plus one year, after which they are transferred to the National Archives of Canada and retained for one year after the individual has reached the age of 70, or until two (2) years after his or her death, or for permanent retention if judged to be of historical value. Hardcopy records for non-executive group positions are retained for five (5) years after removal from the inventory, and then destroyed. Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service,

after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001477 **Bank Number:** PSC PCE 734

Management Trainee Program Participants Files

Description: This bank may contain performance review and employee appraisals, agreements, job descriptions, interview notes, applications, curriculum vitae, transcript of marks, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Public servants who are or have been participants on the Management Trainee Program **Purpose:** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of participants. (For statistical purposes and studies). **Retention and Disposal Standards:** Hard copy records are retained for five (5) years after the participant ceases to be a MTP participant and twenty five (25) years for machine readable and then destroyed. **PAC Number:** To be approved. **Related to PR#:** PSC SPB 030 **TBS Registration:** 002911 **Bank Number:** PSC PCE 764

Personnel Selection Files

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. **Class of Individuals:** Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition administered by the Staffing Programs Branch of the Public Service Commission. **Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request and in accordance with the PSC policy on «Disclosure of Information Following a Selection Action», to participants in selection actions in order to explain the reasons for the selection decision; and to provide related documentation resulting from the selection processes for PSC investigations, Board of Enquiries, and appeal boards. The information on under-represented groups is

used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. **Retention and Disposal Standards:** Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001455 **Bank Number:** PSC PCE 712

PSC Occupational Test Results

Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. **Class of Individuals:** Public servants who have taken selection tests developed by the PSC. Individuals completing a Personal Information Request Form are requested to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. Relationship with other systems: For research purposes the information may also be linked to other PSC information banks. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are kept on computerized files for two (2) years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001454 **Bank Number:** PSC PCE 711

PSC Transfer Files

Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. **Class of Individuals:** Public servants who have requested a lateral transfer. **Purpose:** This bank exists in accordance with section 5(c)(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001462 **Bank Number:** PSC PCE 719

Second Language Assessment

Description: This bank may contain the appropriate second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results. **Class of Individuals:** Public servants who were assessed by the Language Assessment Services Division of the Public Service Commission for second language proficiency. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates and in accordance with the PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training. **Consistent Uses:** The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Relationship with other systems: Test results are input in the SLE Test Results System (PSC PCE 718). **Retention and Disposal Standards:** Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001457 **Bank Number:** PSC PCE 714

Second Language Evaluation (SLE) Examiners

Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. **Class of Individuals:** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. **Purpose:** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners. **Consistent Uses:** The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. **Retention and Disposal Standards:** all records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001458 **Bank Number:** PSC PCE 715

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test,

Reading Test, Writing Test or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** Public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment. **Consistent Uses:** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. Relationship with other systems: The bank provides the individuals' test results to the SLE database at the Personnel Applications Centre (PAC) at Supply and Services Canada (SSC). Through PAC, that information is then available on-line to authorized personnel in all government departments having appropriate terminals, and by telephone enquiry. The Treasury Board's Official Languages Information System (OLIS) interfaces with PAC to obtain SLE test results which it links with job position requirements. For research purposes the information may also be linked to other PSC information banks. **Retention and Disposal Standards:** Computerized records are retained for two (2) years after they are superseded or become obsolete. Hard copy files are retained for five (5) years. Oral Interaction Tests on cassettes administered by a PPC assessor/monitor are retained for two (2) years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001461 **Bank Number:** PSC PCE 718

Separation for Cause Information System

Description: This bank may contain basic personal information, employment information on persons appointed pursuant to the Public Service Employment Act and reasons for separation from the public service. The source of this bank is the Incumbent/Mobility pay-related data system of the Department of Supply and Services. **Class of Individuals:** Personal information in this bank relates to employees appointed pursuant to the Public Service Employment Act who were released, rejected, dismissed or discharged for cause, employees who abandoned their position, and employees whose appointment has been revoked. **Purpose:** This bank exists in accordance with the security policy of the Government of Canada (T.B. Circular 1986-26) to record information on employees released, rejected, dismissed

or discharged for cause, on employees who abandoned their position, and on employees whose appointment has been revoked. **Consistent Uses:** This information is provided to departments when doing a reliability or a security check. This index is used to provide information for the preparation of reports and for statistical analysis.

Retention and Disposal Standards: This system was deactivated in January 1990. The database files have been removed from the system, copied to tape and will be kept until January 1995 and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001903 **Bank Number:** PSC PCE 760

Staffing Officer Certification Files

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments, Certification Committee results. Part of the above information is also recorded on a computerized inventory. **Class of Individuals:** Staffing officers of the public service. **Purpose:** This bank exists to record and provide information on the certification of staffing officers as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. **Consistent Uses:** This bank is used to provide information in support of the certification of staffing officers by the Certification Committee. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs. **Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001464 **Bank Number:** PSC PCE 721

Statutory and Administrative Priorities System

Description: This bank may contain basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, unsuccessful language trainee, rejection on probation, relocation of spouse and red-circled. Information exists in hardcopy and computerized form. **Class of Individuals:** Public servants and other persons who have a statutory or administrative priority for appointment. **Purpose:** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It is also used to identify suitable eligibility lists to comply with section 28 (rejection on probation). It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment. **Consistent Uses:** This bank is used to identify those

individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. **Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001452 **Bank Number:** PSC PCE 709

■ Executive Programs Branch

Business/Government Executive Exchange

Description: This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Government executives who have been nominated for, are currently on, or have completed, an assignment in business or industry. **Purpose:** This bank exists to maintain an inventory of government executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. **Consistent Uses:** The information is used to assess candidates and to refer them for possible assignment opportunities in business and industry. **Retention and Disposal Standards:** Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 081 **TBS Registration:** 001909 **Bank Number:** PSC PCE 757

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files

Description: This bank may contain basic personal information: nomination forms, reasons for nomination, curriculum vitae, career plan, appraisal information, Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation. **Class of Individuals:** Public servants who are currently enroled or have participated in CAP or SDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program. **Consistent Uses:** This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes. Relationship with other systems: Information on past participants is updated monthly with the Management Resources Information System (MRIS) data and a CAP indicator on MRIS is updated from the CAP system. A semi-annual interface with the Treasury Board

Incumbent/Mobility Systems is made to obtain the date joined the Public Service. **Retention and Disposal Standards:** Selected information is computerized and retained for statistical purposes for twenty (20) years. All records are retained in hard copy until five (5) years after termination of CAP or SDP participation. Selected files are retained by National Archives of Canada after that time and the others are destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 070 **TBS Registration:** 001468 **Bank Number:** PSC PCE 725

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data

Description: This bank may contain basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curriculum vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondence related to CAP nominations or SDP nominations. **Class of Individuals:** Public servants nominated for CAP or SDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the programs. **Consistent Uses:** This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program. **Retention and Disposal Standards:** Hardcopy records of employees who do not proceed beyond the selection phase are retained for three (3) years, and then destroyed. (Note: selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 080 **TBS Registration:** 001705 **Bank Number:** PSC PCE 751

Employment Equity Initiatives Files (Senior Levels) (formerly Women's Career Counselling and Referral Bureau Files)

Description: This bank may contain basic personal information, curriculum vitae, general career plan and appraisal information and reference checks. **Class of Individuals:** Employment equity target group members at the EX minus 1 and minus 2 levels which includes women, visible minorities, aboriginals, persons with disabilities, who have benefitted from services provided by Employment Equity Initiatives. **Purpose:** This bank exists to maintain an historical record of target group members seeking a developmental assignment or an appointment to the Executive Group in order to fulfil their

chosen career plans. **Consistent Uses:** The bank is used to identify target group members suitable for referral and appointment to executive level positions or referral for developmental assignments at other levels in the public service. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 030 **TBS Registration:** 001466 **Bank Number:** PSC PCE 723

Executive Programs Competition Files

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, requests for Non-delegated Staffing, job profiles, statement of qualifications, application forms, record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number. **Class of Individuals:** Public servants who are included in an Executive Group competition administered by the PSC. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to Executive Group appointments made by the PSC. On request, information may be disclosed to a participant in a selection action in accordance with the PSC policy on «Disclosure of Information Following a Selection Action» to explain the reasons for the selection decision. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 065 **TBS Registration:** 001475 **Bank Number:** PSC PCE 732

Interchange Canada Participant Files

Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Public servants who are about to be given, are currently on, or have completed an assignment. **Purpose:** This bank exists to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after termination of participation, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 075 **TBS Registration:** 001952 **Bank Number:** PSC PCE 729

International Assignment Participant Files

Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Public servants who are about to be given, are currently on, or have completed an assignment. **Purpose:** This bank exists to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records remain active for the duration of the assignment, are kept inactive for three (3) years and are then destroyed. Records on performance review and employee appraisals are retained five (5) years, then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 080 **TBS Registration:** 001907 **Bank Number:** PSC PCE 755

Inventories of Senior Finance and Internal Audit Officers

Description: This bank may contain the Management Resources Information System human resourcing planning printouts including such information as basic personal data, employment history, general and managerial experience as well as career aspirations. It also contains a narrative form which is submitted to the Senior Financial Resourcing Advisory Committee and which includes information pertaining to the individual's performance, career needs and linguistic ability, as well as the results of the Committee's deliberations. If necessary, follow-up action is also included. **Class of Individuals:** Public servants at the FI-04 and equivalent levels, up to EX-03, who are identified as having extensive qualifications in finance and/or internal audit and who have been reviewed by the Senior Financial Resourcing Advisory Committee (SFRAC). **Purpose:** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior finance and/or internal audit officers who are ready for promotion, those who require further development in order to assume greater responsibilities, and those who would benefit from a new assignment. **Consistent Uses:** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior finance and internal audit appointments. **Retention and Disposal Standards:** Inventory data of senior finance and internal audit officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 065 **TBS Registration:** 001905 **Bank Number:** PSC PCE 753

Inventories of Senior Personnel Officers

Description: This bank may contain the Management Resources Information System human resourcing

planning printouts containing such information as basic personal data, employment history, general and managerial experience, career aspirations and a background summary. It also contains a narrative form pertaining to individuals' performance, and career needs.

Class of Individuals: Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPPDC). **Purpose:** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment. **Consistent Uses:** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments. **Retention and Disposal Standards:** Inventory data of senior personnel officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 065 **TBS Registration:** 001758 **Bank Number:** PSC PCE 750

Inventory of Applicants for Interchange Canada

Description: This bank may contain curriculum vitae, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance reviews and employee appraisals. Some information exists in computerized form. **Class of Individuals:** Public servants applying for Interchange Canada assignments. **Purpose:** This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to maintain an inventory of public servants seeking Interchange Canada assignments. **Consistent Uses:** This bank is used to identify candidates who are seeking Interchange Canada assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. Information on candidates who become participants is transferred to the Interchange Canada Participants files. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 075 **TBS Registration:** 001906 **Bank Number:** PSC PCE 754

Inventory of Applicants for International Assignments

Description: This bank may contain curriculum vitae, applications, correspondence, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance review and employee appraisals. Some information exists in computerized form. **Class of Individuals:** Public servants applying for international assignments. **Purpose:** This bank exists to provide an inventory of public servants seeking positions with international organizations. **Consistent Uses:** This bank is used to identify candidates seeking positions with international organizations. Relationship with other systems: Source data is obtained from the Management

Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive and are then destroyed. Information on candidates who become participants is transferred to the International Participants files. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 080 **TBS Registration:** 001951 **Bank Number:** PSC PCE 733

■ Training Programs Branch

Course Registration and Information System

Description: This bank may contain basic personal data and related course administrative data on public service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs course numbers. **Class of Individuals:** Public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. **Consistent Uses:** This bank is used to provide information required to administer professional and management training courses operated by the PSC. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are returned ten (10) years after completion of training. **PAC Number:** 85-016 **Related to PR#:** PSC TPB 120 **TBS Registration:** 001478 **Bank Number:** PSC PCE 735

Language Training Files

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results and information for the teaching personnel in the Commission's language training centres along with results obtained. **Class of Individuals:** Public servants who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) and the Second Language Evaluation system (SLE) of the Public Service Commission to update candidates' information, add new training requests and update SLE data. Moreover, the language training system is used to produce for departments, statistical reports on participants' absences and progress. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records are kept for twenty (20) years and deleted. **PAC Number:** 85-016 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001484 **Bank Number:** PSC PCE 741

Language Training Orientation Files

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognoses, recommended lessons and the projected duration of training. **Class of Individuals:** Public servant language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. **Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) to update information on orientation process' candidates. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized are kept for twenty (20) years and deleted. **PAC Number:** 85-016 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001482 **Bank Number:** PSC PCE 739

■ Corporate Management Branch

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of Individuals:** Public servants who have made a formal access request under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. **Consistent Uses:** The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the request, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 901 **TBS Registration:** 001684 **Bank Number:** PSC PCE 743

Deployment Recourse Files

Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, an investigator's report, the Commission's decision and a complaint statistics information sheet. **Class of Individuals:** Public servants who have filed complaints with the Deployment Recourse Office related to the application of section 34 of the Public Service Employment Act. **Purpose:** This bank exists in accordance with section 34 of the Public Service Employment Act to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads that employees be deployed. **Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament. **Retention and Disposal Standards:** Records are

retained for five (5) years and then destroyed. **PAC Number:** To be approved. **Related to PR#:** PSC CMB 026 **TBS Registration:** 003270 **Bank Number:** PSC PCE 745

Language Review Committee Files

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. **Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee. **Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. **Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case. **Retention and Disposal Standards:** Records are retained for ten (10) years and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 045 **TBS Registration:** 001459 **Bank Number:** PSC PCE 716

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to Commissioners by the Secretary General, the Commissioners' decision to approve or deny the leave to seek nomination and election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. **Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate for election. **Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. **Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 020 **TBS Registration:** 001448 **Bank Number:** PSC PCE 705

Official Languages Exclusion Order Records

Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. **Class of Individuals:** Public servants who have requested an official languages exclusion or extension. **Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension

to their exemption time or an override to a negative prognosis for appointment purposes. **Consistent Uses:** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for ten (10) years and destroyed. Partial data is kept for another five (5) years, then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 045 **TBS Registration:** 001460 **Bank Number:** PSC PCE 717

Persons Appointed under an Exclusion Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. **Class of Individuals:** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. **Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. **Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Order. **Retention and Disposal Standards:** Records are retained for five (5) years after termination of the exclusion, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 020 **TBS Registration:** 001447 **Bank Number:** PSC PCE 704

Public Servants Released or Demoted

Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendations to Commissioners; the Commission's decision, and the notices of release or demotion to the department and to the employee. **Class of Individuals:** Public servants whose release or demotion has been recommended by deputy heads. **Purpose:** This bank exists in accordance with section 31 of the Public Service Employment Act to record information relating to the recommendation of deputy heads to release or demote employees. **Consistent Uses:** This bank is used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads that employees be released or demoted. It also provides information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction. Such matters have since been delegated to Deputy Ministers. **Retention and Disposal Standards:** Records are retained for seven (7) years following a release or demotion, and then destroyed. **PAC Number:** 85-016 **Related to PR#:**

PSC CMB 020 **TBS Registration:** 001449 **Bank Number:** PSC PCE 706

Particular Banks

Accounts Payable and Receivable

Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and deposits of pay cheques. **Class of Individuals:** Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. **Purpose:** The information is required to pay employees, collect monies due, deposit pay cheques, and keep a record of financial transactions related to accounts payable and receivable. **Consistent Uses:** The information is used also for statistical reporting and analysis purposes. **Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 914 **TBS Registration:** 002413 **Bank Number:** PSC PPE 815

Attendance and Leave

Description: This bank may contain absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number (or Personal Record Identifier (PRI) beginning on March 1, 1994) and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in the ALOSS system (Attendance, Leave, Overtime and Shiftwork). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** The information in this bank may be used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Relationship with other systems: Information from the system is shared once a year with the TB Leave Reporting System and the Extra Duty Reporting System. **Retention and Disposal Standards:** Information is retained for two (2) years after expiry of fiscal year, after which period the records are destroyed. Machine-readable records are retained for five (5) years. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 155 **TBS Registration:** 002903 **Bank Number:** PSC PPE 808

Deployment/Transfer/Assignment Requests and Career Development Files

Description: This bank may contain deployment/assignment/transfer requests, curriculum

vitae, appraisals, letters of offer and acceptance, references, interview/counselling information, tests, test results and evaluations, and general correspondence. Employees requesting access are required to indicate their status and the branch concerned. **Class of Individuals:** Public Service Commission employees who have requested and/or been nominated by management for an assignment to further their career, or these who wish to plan their career. **Purpose:** This bank was created to promote the redeployment of Public Service Commission employees and to respond to identified career development requirements. **Consistent Uses:** This bank is used to assist employees in career planning and in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service. **Retention and Disposal Standards:** Candidate files are retained for two (2) years after they cease to be candidates. **PAC Number:** 85-016 **Related to PR#:** PSC HRB 160 **TBS Registration:** 001910 **Bank Number:** PSC PPE 806

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; Personal Record Identifier (PRI) beginning on March 1, 1994; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee

Personnel Record contains summary records of decisions relating to staffing; attendance and leave; overtime, pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** The information in this bank may be used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes; to Public Health and Welfare for pension purposes; for long service award and personnel administration. **Retention and Disposal Standards:** Information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of eighty, or two (2) years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three (3) years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 155 **TBS Registration:** 002902 **Bank Number:** PSC PPE 807

Employment Equity Program

Description: This bank may contain personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are an aboriginal person, if they have a continuing or permanent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where

government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. **Class of Individuals:** This information relates to employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally handicapped persons, and, by visible minority). **Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with the Treasury Board Personnel Management Information System and Employment Equity Target Group Data Bank in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002920 **Bank Number:** PSC PPE 813

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. **Class of Individuals:** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). **Purpose:** This bank exists to record and control the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. **Consistent Uses:** This bank is used to administer and maintain data on the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. **Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC HRB 165 **TBS Registration:** 001486 **Bank Number:** PSC PPE 801

Official Languages

Description: This bank may contain course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Similar data is also held in Central Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the Public Service Commission, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** The information in this bank may be used to support and document decisions concerning individual employees on staffing, entitlement to the bilingualism bonus, language training, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Records are retained for two (2) years after last documentation, and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 150 **TBS Registration:** 002918 **Bank Number:** PSC PPE 811

Pay and Benefits

Description: This bank may contain certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number and Personal Record Identifier (PRI) beginning on March 1, 1994 as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The information in this bank may be used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment,

Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are destroyed two (2) years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. Paylists are retained for six (6) years, and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 155 **TBS Registration:** 002916 **Bank Number:** PSC PPE 809

Performance Feedback

Description: This bank may contain appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, administration of probation and rejection of employees on probation. **Consistent Uses:** The information in this bank may be used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** The records are retained for five (5) years for all employees, and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002919 **Bank Number:** PSC PPE 812

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; letters of agreement; employee nomination forms; general correspondence; lists of priority employees; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Employees of the institution including those who have a priority status or those who

are on assignment/secondment. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two (2) years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. Assignment files are retained for two (2) years after the termination of the assignment. Priority employee files are retained for five (5) years from the date the employee's priority status is terminated. Pay related documents and letters of agreement are forwarded to the employee's personnel record. **PAC Number:** 86-001 **Related to PR#:** PSC CMB 920 **TBS Registration:** 003313 **Bank Number:** PSC PPE 816

Training and Development

Description: This bank may contain personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records may be attached to the Employee Personnel Record and that information on an employee's needs for individual training and development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** The information in this bank may be used to approve and register the participation of employees in training and development activities. **Retention and Disposal Standards:** Records are destroyed two (2) years after completion of the particular training and development undertaken by an employee. However, information will be retained on magnetic tape for five (5) years. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002917 **Bank Number:** PSC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Grievances

Identification and Building-Pass Cards

Incentive Awards

Parking

Personal Harassment

Security Clearances

Travel and Relocation

Public Service Staff Relations Board

Chapter 89

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. **Consistent Uses:** To support decisions made by the Board concerning applications for extension of time. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 110 **TBS Registration:** 000776 **Bank Number:** SRB PCE 705

Complaints – Canada Labour Code – Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 128 or 129 of Part II of the Canada Labour Code. **Class of Individuals:** Individuals employed in the federal public service. **Purpose:** The purpose of this bank is to record the determination of the Board on the complaints of employees. **Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 128 or 129 of Part II of the Canada Labour Code. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 150 **TBS Registration:** 001881 **Bank Number:** SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices. **Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 060 **TBS Registration:** 000774 **Bank Number:** SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act

or the Parliamentary Employment and Staff Relations Act. **Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 105 **TBS Registration:** 000778 **Bank Number:** SRB PCE 707

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. **Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. **Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. **Consistent Uses:** To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 145 **TBS Registration:** 001880 **Bank Number:** SRB PCE 710

Determination of Designated Employees

Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. **Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. **Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units. **Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 075 **TBS Registration:** 000773 **Bank Number:** SRB PCE 702

References of Grievances to Adjudication

Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. **Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. **Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 065 **TBS Registration:** 000772 **Bank Number:** SRB PCE 701

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend,

alter or vary any decision made by the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. **Consistent Uses:** To support decisions made by the Board concerning requests to review decisions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 050 **TBS Registration:** 000777 **Bank Number:** SRB PCE 706

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. **Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 025 **TBS Registration:** 000775 **Bank Number:** SRB PCE 704

Particular Banks

Appointment of Arbitrators and Adjudicators

Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. **Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. **Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. **Consistent Uses:** This bank is used to record and provide information on appointees. **Retention and Disposal Standards:** Records are retained for 25 years. **Related to PR#:** SRB OSR 155 **TBS Registration:** 002186 **Bank Number:** SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Health and Safety

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Public Works and Government Services Canada

Chapter 90

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. **Class of Individuals:** Federal employees. **Purpose:** Information in this bank is used for the administration of federal living accommodation. **Retention and Disposal Standards:** This information is maintained for five years in the case

of housing requirements and three years after termination in the case of specific occupancy records. **PAC Number:** 79-008 **Related to PR#:** PWC PWC 040 **TBS Registration:** 000713 **Bank Number:** PWC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents

insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. **Class of Individuals:** All employees of the federal government and pensioners who are members of the various plans. **Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records.

Retention and Disposal Standards: Records are destroyed one year after death of employee. **PAC Number:** 86-001 **TBS Registration:** 001375 **Bank Number:** SSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the social insurance number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Unemployment Insurance Act and Regulations. **Consistent Uses:** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. **Retention and Disposal Standards:** Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. **Related to PR#:** SSC ROD 090 **TBS Registration:** 002596 **Bank Number:** SSC PCE 705

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. **Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor

pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. **Consistent Uses:** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. **PAC Number:** 86-001 **TBS Registration:** 001374 **Bank Number:** SSC PCE 702

Particular Banks

Departmental Assignment Program (D.A.P.)

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee assignment applications, assignment proposal forms and general correspondence. **Class of Individuals:** Federal government employees who have requested an assignment within department as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within the department and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the department and other federal departments and agencies. It is also used for statistical purposes. **Retention and Disposal Standards:** Records are retained for 6 years after completion of assignments or 6 years of inactivity (no assignments on the inventory). **TBS Registration:** 002921 **Bank Number:** PWC PPE 805

Special Audit Investigation Records

Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation. **Class of Individuals:** Employees being investigated. **Purpose:** This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity. **Consistent Uses:** Information in this bank may be

shared with the RCMP. **Retention and Disposal Standards:** Information is maintained for six years. **PAC Number:** 78-001 **TBS Registration:** 000714 **Bank Number:** PWC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

In order to administer the Public Service pay, pension and benefits plans and to provide pension services to other organizations, the department maintains the following records:

- Ministerial Correspondence
- Subject files including administrative decisions and legal opinions
- Dental Plan Correspondence
- Payroll files for the Public Service and Royal Canadian Mounted Police
- Pension payment files for the Canadian Forces, Royal Canadian Mounted Police, Members of Parliament and Judges

Files are located in Ottawa-Hull and the regions.

Note: Access requests for individual payments and documents should be directed to the program department concerned.

RCMP External Review Committee

Chapter 91

Particular Banks

RCMP Member Discharge and Demotion References

Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline References". In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material divided to expedite the processing of their requests. **Class of Individuals:** Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee.

Purpose: The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act. **Consistent Uses:** The information may be used for

research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **TBS Registration:** 002874 **Bank Number:** ERC PPE 801

RCMP Member Discipline References

Description: This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. The information can include the following reports: cautionings, reprimands, adjudication board proceedings, appeals, boards and related correspondence; suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct, compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:**

Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **TBS Registration:** 002876 **Bank Number:** ERC PPE 803

RCMP Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **TBS Registration:** 002875 **Bank Number:** ERC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

RCMP Public Complaints Commission

Chapter 92

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Revenue Canada – Customs, Excise and Taxation

Chapter 93

Particular Banks

Innovation and Excellence

Description: The bank includes information about the department's new rewards and recognition program, Innovation and Excellence, which was implemented on April 1, 1992. This program is initiated under the aegis of the federal government's Incentive Award Plan. The information may include the name of the award recipient; a synopsis of the recipient's achievements or suggestion; the recipient's group, level and work location; and award value. **Class of Individuals:** Departmental employees who have contributed to the Suggestion Award program or have been nominated for a Special Award, a Long Service Award or a Minister's Award. **Purpose:** To assist in the administration of Innovation & Excellence. **Consistent Uses:** The information in this bank is used to verify the originality of suggestions made under the program and to provide statistical reports for local, Head Office, and Treasury Board use. **Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Head Office Section; financial records should be kept for 5 years then destroyed. The standards for the Awards system will be elaborated upon implementation and accessibility of our Awards system by our representatives across Canada. **TBS Registration:** 003212 **Bank Number:** RCT PPE 810

Internal Investigations

Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Current or former employees of Customs and Excise and associated members of the general public. **Purpose:** The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement and members of the general public associated with them, in violations of Customs and Excise legislation or of other laws which could adversely affect the interests of the Department. The information is used to determine an appropriate course of action, including recovery of monies owed to the Crown, disciplinary action against individuals or prosecution, and to comply with the Financial Administration Act, the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment Regulations. **Consistent Uses:** Information maintained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement/Investigation Agencies prescribed by other related laws and to the Department of Justice. **Retention and Disposal Standards:** Files are maintained for five years after cases are closed. **PAC**

Number: 86-001 **TBS Registration:** 000004 **Bank Number:** RCC PPE 803

Managerial and Confidential Exclusions

Description: Information in this bank includes effective date of exclusion, bargaining unit identification, position number and title, employee group and level, organizational location and the rationale on which the employee was excluded. Decisions on employees' exclusion status is attached to the employee personnel record. **Class of Individuals:** Employees of Customs and Excise. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Department and is the only official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion case files for five years. **PAC Number:** 86-001 **TBS Registration:** 000003 **Bank Number:** RCC PPE 802

Personal Loan Cards

Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed. **Class of Individuals:** Employees of Revenue Canada (Taxation). **Purpose:** To maintain control over the location of specific types of equipment. **Retention and Disposal Standards:** Files are retained for two years after return of equipment. **PAC Number:** 78-001 **TBS Registration:** 001764 **Bank Number:** RCT PPE 806

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. **Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. **Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training. **PAC Number:** 86-001 **TBS Registration:** 000002 **Bank Number:** RCC PPE 801

Supervisory In-Basket Exercise Results System

Description: Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. **Class of Individuals:** Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. **Purpose:** This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. **Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. **TBS Registration:** 003211 **Bank Number:** RCT PPE 807

Taxation Departmental Operations and Staff Matters Bank

Description: This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct. **Purpose:** The information is compiled to carry out investigations of such employees. **Retention and Disposal Standards:** Records in this bank are retained for five years. **TBS Registration:** 002026 **Bank Number:** RCT PPE 803

Taxation Leave and Overtime Reporting System

Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada (Taxation) with the exception of terms under three months. The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Department of Supply and Services to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. **Bank Number:** RCT PPE 804

Taxation Time/Production Reporting System

Data contained in this bank pertains to weekly activities performed by each employee and includes

time/production activity by classification and subclass, plus non-compliance and unreported time/production reports. Individuals identified in this bank are all employees of Revenue Canada (Taxation). The purpose of this information bank is to maintain time/production utilization data on all continuing departmental employees as well as term/casual employees. This bank is used to provide managers and management information systems with information regarding time/production utilization of departmental employees through a series of reports. An individual report containing one employee's activities for the current fiscal year to date is produced on request. Access will not be permitted without adequate proof of identification and/or authority. Records in this bank are maintained for two years. **Bank Number:** RCT PPE 801

Taxation: Employee Classification Audit Report Files

Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Revenue Canada (Taxation) employees. **Purpose:** The purpose of the bank is to provide a record of all classification audits completed. **Consistent Uses:** It also provides management with required information on positions audited within the last two years. **Retention and Disposal Standards:** Records in this bank are maintained for a period of two years after completion of an audit. **Related to PR#:** RCT MSB 918 **TBS Registration:** 002025 **Bank Number:** RCT PPE 802

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of Revenue Canada (Taxation). **Purpose:** This bank is used to provide a history of employees' training on word processing equipment. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** RCT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mint

Chapter 94

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM.

Consistent Uses: To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year. **TBS Registration:** 002266 **Bank Number:** RCM PPE 805

Conflict of Interest

This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. This information relates to Mint employees. The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint, to record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. **Bank Number:** RCM PPE 802

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. **Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. **TBS Registration:** 002269 **Bank Number:** RCM PPE 808

Employment Equity Program

The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. The information relates to employees of the RCM. This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons),

and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. The disposal criteria for this bank are to be established. **Bank Number:** RCM PPE 803

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. **Retention and Disposal Standards:** Three years following date of resolution the records are destroyed. **TBS Registration:** 002268 **Bank Number:** RCM PPE 807

Labour Time Reporting – Computerized Employee Master File

The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. This bank contains data on approximately 800 individuals and may be accessed by employee number or name. The information is retained for two years. Termination of this bank is indefinite. **Bank Number:** RCM PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. **Class of Individuals:**

Employees of the RCM. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. **Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 002267 **Bank Number:** RCM PPE 806

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. **Retention and Disposal Standards:** Records are destroyed after three years. **TBS Registration:** 002270 **Bank Number:** RCM PPE 809

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the RCM and job applicants who are members of the general public. **Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. **Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. **Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two

years after any other administration action, at which time the records are destroyed. **TBS Registration:** 002265
Bank Number: RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personal Harassment

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police

Chapter 95

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as auxiliary police. **Purpose:** Compiled in the employment process of applicants for auxiliary police. **Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164
Related to PR#: CMP CMP 918 **TBS Registration:** 001021 **Bank Number:** CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. **Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP. **Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of the employment equity Act. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member

Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. **PAC Number:** 86-001

TBS Registration: 002103 **Bank Number:** CMP PPE 818

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees. **Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164

Related to PR#: CMP CMP 918 **TBS Registration:** 001023 **Bank Number:** CMP PPE 811

Police Casuals/Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as police casuals/temporary civilian employees.

Purpose: Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent**

Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001022 **Bank Number:** CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved.

Serving members must indicate the location of the material they wish to access. **Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. **Purpose:** This information is used for the internal administration of the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001019 **Bank Number:** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per section 6 of the Commissioner's Standing Orders (Outside activity) to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. **Class of Individuals:** All members of the RCMP. **Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. **Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 818 – (Employment Equity Program). All

linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed. **PAC Number:** 86-001 **TBS Registration:** 002102 **Bank Number:** CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 – RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. **Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel

Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001017 **Bank Number:** CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. **Purpose:** This information is used by senior management of the RCMP in resolving grievances which are submitted under Part III of the RCMP Act.

Consistent Uses: This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks:

CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC**

Number: 69-164 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001016 **Bank Number:** CMP PPE 804

RCMP Member Medical Records

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs. **Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives. **Purpose:** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. **Consistent Uses:** Medical files are used by the Director Health

Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage; determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained at least until the subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 922 **TBS Registration:** 001020 **Bank Number:** CMP PPE 808

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were

trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** The bank is used to make decisions on promotion, postings and continued service. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 - (Applicants' Records); CMP PPU 090 - (Honours and Awards); CMP PPE 802 - (RCMP Member Service Records); CMP PPE 803 - (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 - (RCMP Member Grievance Records); CMP PPE 805 - (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 - (RCMP Member's Pay Records); CMP PPE 815 - (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 - (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001013 **Bank Number:** CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. **Consistent Uses:** This information may be used for

research, planning, evaluation and statistical purposes. CMP PPU 070 -(Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. **Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001014 **Bank Number:** CMP PPE 802

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings

Description: This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or

who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. **Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. **Consistent Uses** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001015 **Bank Number:** CMP PPE 803

RCMP Member's Pay Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. **Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Department of Supply and Services for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan.

Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 925 **TBS Registration:** 001018 **Bank Number:** CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Security Intelligence Review Committee

Chapter 96

Particular Banks

Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the Committee.

Purpose: The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. **Consistent Uses:** The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. **Retention and Disposal Standards:** Files have been retained since the establishment of the

Committee in 1984. **TBS Registration:** 003017 **Bank Number:** SIR PPE 803

Records

This bank contains personal information on individuals who are currently, or have been, employees of the Security Intelligence Review Committee, with respect to such material as personal evaluation forms, career résumés and job descriptions. This bank also contains correspondence relating to the administration of pay and benefits. The information was obtained to make decisions concerning hiring, promoting, transfers and continued service, and also to provide documentation for the administration of pay and benefits to Committee employees. Consistent uses are for planning, evaluation and statistical analysis and for the administration of the pay and benefits of Committee employees. **Bank Number:** SIR PPE 801

Social Sciences and Humanities Research Council of Canada

Chapter 97

Particular Banks

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of Council and candidates for employment with Council. **Purpose:** The information is used to select candidates, staff positions and process appeals for appointments to and promotions within the Council. **Retention and Disposal Standards:** Information is retained for two years. **PAC Number:** 81-028 **TBS Registration:** 002434 **Bank Number:** SHR PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Solicitor General Canada – Ministry Secretariat

Chapter 98

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

St-Lawrence Seaway Authority

Chapter 99

Particular Banks

Bridge Passes

Description: The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. **Class of Individuals:** Employees.

Retention and Disposal Standards: Five years after cancelation or non-renewal. **TBS Registration:** 000641

Bank Number: SLS PPE 801

Check-off union dues

Description: The Bank provides a detailed yearly report related to union dues deductions. **Class of Individuals:** Unionized employees of the institution. **Purpose:** The purpose is to establish the amount of union dues that will be paid by each employees who are unionized with "The Canadian Brotherhood of Railway, Transport and General Workers" (CBRT & GW) during a year following a general salary increase. **Consistent Uses:** The information is forwarded to the CBRT & GW for the purpose described above. **Retention and Disposal Standards:** Two years. **TBS Registration:** 002829 **Bank Number:** SLS PPE 805

Confederation-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters. **Class of Individuals:** Employees of the institution. **Purpose:** The Confederation Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Two years. **TBS Registration:** 002830 **Bank Number:** SLS PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000663 **Bank Number:** SLS PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt

notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the arbitrator, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000651 **Bank Number:** SLS PPE 803

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. **Class of Individuals:** Employees of the institution. **Purpose:** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **TBS Registration:** 002828 **Bank Number:** SLS PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction. **Consistent Uses:** The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. **Retention and Disposal Standards:** Seven years. **TBS Registration:** 002831 **Bank Number:** SLS PPE 807

Taxation Records

Description: The bank contains individual Seaway active and some retired employees data related to salary and various deductions including taxes. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada requirements. **Consistent Uses:** To determine individual Income and Taxes. **Retention and Disposal Standards:** Six years. **TBS Registration:** 002832 **Bank Number:** SLS PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standards Council of Canada

Chapter 100

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. **Class of Individuals:** Standards Council of Canada employees. **Purpose:** Information is obtained for the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. **Retention and Disposal Standards:** The records are destroyed two years after expiry of fiscal year. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003025 **Bank Number:** SDC PPE 002

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. **Class of Individuals:** Employees of SCC. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest. **Retention and**

Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **Related to PR#:** SCC AFB 903 **TBS Registration:** 003209 **Bank Number:** SDC PPE 005

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and

awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 003027 **Bank Number:** SDC PPE 004

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of

the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

Class of Individuals: Successful candidates who have applied for work within the institution, by way of appointment. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on hiring and termination of employment. **Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003026 **Bank Number:** SDC PPE 003

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. **Class of Individuals:** Employees of the Institution. **Purpose:** To provide documentation for the administration of training and development programs. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **Related to PR#:** SDC AFB 915, SDC AFB 903 **TBS Registration:** 003024 **Bank Number:** SDC PPE 001

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

Statistics Canada

Chapter 101

Particular Banks

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of

documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. **Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been

received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. **Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. **Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. **PAC Number:** 78-001 **Related to PR#:** STC DAC 615 **TBS Registration:** 001603 **Bank Number:** STC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Status of Women Canada

Chapter 102

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Transport Canada

Chapter 103

Particular Banks

Employee Assistance Program (EAP)

Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics.

Class of Individuals: Transport Canada employees using counselling services. **Purpose:** The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs. **Consistent Uses:** To support counsellor decisions regarding employee assistance measures (e.g.

referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends. **Retention and Disposal Standards:** The records are destroyed two years following the date of the most recent employee assistance activity. **PAC Number:** 86-001 **TBS Registration:** 001069 **Bank Number:** DOT PPE 803

Employment Continuity Program

Description: This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining. **Class of Individuals:** Employees of Transport Canada. **Purpose:** The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees. **Retention and Disposal Standards:** Files are kept for two years after latest administrative decisions. **PAC Number:** 86-001 **TBS Registration:** 002307 **Bank Number:** DOT PPE 807

Employment Equity – Self-Identification System

Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and target group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees. **Class of Individuals:** Transport Canada employees. **Purpose:** The bank is established to support Employment Equity analysis on the status of designated group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated groups. **Retention and Disposal Standards:** Individual files will be retained until the employee leaves the Department. **PAC Number:** 86-001 **TBS Registration:** 001604 **Bank Number:** DOT PPE 804

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the

departmental awards programs. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002306 **Bank Number:** DOT PPE 808

Personnel Management System

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions. **Class of Individuals:** Transport Canada employees. **Purpose:** The information is used as a management tool, as well as to interface with central agencies. **Retention and Disposal Standards:** Files are retained for five years (subject to review). **PAC Number:** 86-001 **TBS Registration:** 001073 **Bank Number:** DOT PPE 801

Personnel Profiles

Description: Contains personnel profiles of employees of the Airports Group in the Ontario Region. This information will include names, positions, work locations, qualifications, job interests and career aspirations of these employees. **Class of Individuals:** Employees of Airports Group, Ontario Region. **Purpose:** To assist management in planning the training and development of its employees. **Consistent Uses:** Information collected is used by management to facilitate the matching of the organization's needs to employees' interests and career aspirations. **Retention and Disposal Standards:** Files are kept for three years and are subsequently destroyed. **TBS Registration:** 003201 **Bank Number:** DOT PPE 817

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the Department of Transport and others who take departmentally-sponsored training programs. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary

self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee.

Bank Number: DOT PPE 805

Training – ATC and FSS Student Progress

Description: This bank contains personal data including social insurance number, examination results, student progress during training, and correspondence related to student's participation in the training for Air Traffic Controllers or Flight Service Specialists. **Class of Individuals:** Students selected from general recruitment to participate in training; if successful, students become employees of Transport Canada. **Purpose:** To provide documentation for the management of ATC and FSS training. **Consistent Uses:** To monitor progress of students on training and to certify achievements of employees. If students become employees, data is matched to Performance Reviews and Employee Appraisals and Employee Personnel Record. If not an employee, no link or match to any other bank.

Retention and Disposal Standards: Records are destroyed two years after failure or abandonment of the selection process. **TBS Registration:** 003202 **Bank Number:** DOT PPE 815

Training Information Management System

Description: The TIMS system is a data capture and reporting facility for Annual Training Plan and Reported Training Activity information. In addition, it provides Course Registration and Employee Course History components. Finally, it captures planned and actual organizational human resource and financial costs. The system includes such information as name, SIN, classification, sex, first official language, position title and address of employees. It also includes course information such as course code, course title, location, date of course, training program code, language of course, source of training and financial consideration.

Class of Individuals: Transport Canada employees.

Purpose: To provide management information in support of the managerial decision making process with respect to training. It is also designed to respond to Central Agency and departmental information requirements. It is also used in response to queries under the Access to Information and Privacy Acts. Reports are produced on an as required basis but taking into account regulations under the Privacy Act. **Consistent Uses:** Information is collected and processed for planning, establishing priorities and reporting of departmental training activities and costs. Information is also used to determine requirements for training by organizational components and to reconcile training that was (a) planned and

reported; (b) planned and not reported; and, (c) not planned but reported. **Retention and Disposal Standards:** Retention of the information for potential retrieval of historical data is currently indeterminate but should not exceed 35 years (normal length of a career within the Public Service). **TBS Registration:** 003203

Bank Number: DOT PPE 816

Transportation of Dangerous Goods Inspector

Description: This form collects information regarding applicants to allow TDG to issue an inspector's certificate. **Class of Individuals:** Individuals who meet the requirements for certification under Part XIII of the TDG Regulations. **Purpose:** Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. **Consistent Uses:** Information on application is required as per the TDG Act, 1992 and Part XIII of TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. **Retention and Disposal Standards:** The documents are retained for five years and can be renewed for a subsequent five years. **TBS Registration:** 002689 **Bank Number:** DOT PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Transportation Safety Board of Canada

Chapter 104

Particular Banks

Employee Profiles

Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. **Class of Individuals:** Current indeterminate and new employees. **Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. **Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are 16 regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. **Retention and Disposal Standards:** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. **TBS Registration:** 002982 **Bank Number:** TSB PPE 805

Gerry Saull Trophy

Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. **Class of Individuals:** TSB employees. **Purpose:** To identify employees who have been nominated for awards. **Consistent Uses:** The

information in this bank is used to establish precedents for this award. **Retention and Disposal Standards:** Records are kept for six years and then transferred to National Archives. **TBS Registration:** 002983 **Bank Number:** TSB PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Treasury Board of Canada Secretariat

Chapter 105

Central Banks

Adjudication – Section 92 (PSSRA) References

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain a record of adjudication

decisions along with the related grievances. **Consistent Uses:** The information in this bank is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001958 **Bank Number:** TBS PCE 708

Adjudication – Section 99 (PSSRA) References

Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. **Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. **Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. **Consistent Uses:** It is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001959 **Bank Number:** TBS PCE 709

Certification

Description: This bank contains records of bargaining unit and bargaining agent certification under the Public Service Staff Relations Act. **Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. **Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of employee exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the exclusion lists and the employer's representations. **Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes. **Retention and Disposal Standards:** Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 445 **TBS Registration:** 001960 **Bank Number:** TBS PCE 710

Classification Grievances

Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions and any supporting documentation. **Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. **Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated. **Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. **Retention and Disposal Standards:**

Records are retained for 10 years and then destroyed. **PAC Number:** 78-020 **Related to PR#:** TBS PPB 415 **TBS Registration:** 001134 **Bank Number:** TBS PCE 707

Classification Standards Review System

Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position Information Collection System (PICS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System. The Social Insurance Number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee. **Class of Individuals:** Individuals occupying positions within the occupational groups under review. **Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. **Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. **Retention and Disposal Standards:** Five years – to be approved by the National Archivist. **Bank Number:** TBS PCE 733

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. **Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. **Consistent Uses:** Information in the bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 470 **TBS Registration:** 001961 **Bank Number:** TBS PCE 711

Employment Equity Target Group Data Bank

This survey of the federal public service (PSSRA Schedule 1, Part 1 population) permits those individuals who are Métis, Inuit or Indian, disabled persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April

1985 in order to initiate this central data bank (TBS PCE 706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that portion of the federal public service covered by the Public Service Staff Relations Act, Schedule 1, Part 1. The bank will be used to identify those members of the public service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the public service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by common identifier (the social insurance number) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, such as the standard departmental Affirmative Action bank (PSE 918), but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established. **Bank Number:** TBS PCE 706

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances.

Class of Individuals: Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. **Purpose:** The purpose of this bank is to

maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440, 470 **TBS Registration:** 001744 **Bank Number:** TBS PCE 721

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System, Public Service Pay

System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002321 **Bank Number:** TBS PCE 716

Exclusion System

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, social insurance number, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Target Group Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System (DSS), Executive and Management Compensation System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada.

Related to PR#: TBS SRB 510 **TBS Registration:** 002320 **Bank Number:** TBS PCE 714

Executive and Management Compensation System

Description: This system contains current employee data for all members of the Management Category employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System and quarterly by the Management Resource Information System. The Social insurance Number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** Individual members of the Management Category currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop Management Category compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. **Consistent Uses:** The information bank is used to develop Management Category compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:** Five years – to be approved by the Dominion Archivist. Recent discussions with Public Archives has indicated this data to be of historical value. **TBS Registration:** 002853 **Bank Number:** TBS PCE 730

Extra Duty Reporting System

Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name, salary, classification, hours and frequency and type of overtime. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to

conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Target Group Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002322 **Bank Number:** TBS PCE 717

Grievances

Description: The bank contains information on grievances referred to adjudication which were withdrawn by the grievors. **Class of Individuals:** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. **Consistent Uses:** The information in the bank is also used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for five years after which a 10 percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 470 **TBS Registration:** 001962 **Bank Number:** TBS PCE 712

Human Resources Information System

Description: This system contains current employee data for all members of the Management Category employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the Incumbent System and quarterly by the Management Resource Information System. The Social Insurance Number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** Individual members of the Management Category currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop the Management Category compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. **Consistent Uses:** The information bank is used to develop Management Category compensation plans and human resources policy initiatives and to monitor departmental compliance with policies. The information bank is used to model and analyze proposed changes to the compensation plans. Proposals are developed in

consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:** Five years, to be approved by the Dominion Archivist. Recent discussions with the Public Archives has indicated this data to be of historical value. **TBS Registration:** 002854 **Bank Number:** TBS PCE 731

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** All employees of the public service who have been nominated for awards under the Incentive Awards Plan. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed (subject to National Archives of Canada approval). **PAC Number:** 76-016 (Amendment 1) **TBS Registration:** 001133 **Bank Number:** TBS PCE 702

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates, classification, superannuation number and years of continuous/pensionable service. Also included is information concerning collective bargaining, exclusions, bargaining agents and languages. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning

and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002316 **Bank Number:** TBS PCE 723

Language Training Module (LTM)

Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) – TBS PCE 703 – and the LTM of the Treasury Board Secretariat. **Class of Individuals:** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central

Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. **Consistent Uses:** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. **Retention and Disposal Standards:** Quarterly Extract Files are retained for 25 years. **TBS Registration:** 002852 **Bank Number:** TBS PCE 704

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, social insurance number, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Master files are retained for 25 years. The retention and disposal periods are to be

approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002323 **Bank Number:** TBS PCE 718

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier.

Class of Individuals: All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002325 **Bank Number:** TBS PCE 720

Management Category Voluntary Early Retirement Incentive Program

Description: This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. **Class of Individuals:** Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the Voluntary Retirement Incentive Program. **Purpose:** The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. **Consistent Uses:** Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program. Records are kept for 10 years, after which they will be transferred to National Archives of Canada for retention. **PAC Number:** 69-003 (Amendment 14) **Related to PR#:** TBS PPB 380 **TBS Registration:** 001963 **Bank Number:** TBS PCE 722

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity

Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002317 **Bank Number:** TBS PCE 724

National Joint Council Grievances

Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever. **Class of Individuals:** Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. **Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 - Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC. **Consistent Uses:** Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents. **Retention and Disposal Standards:** Records are retained for 10 years. The retention and disposal standards are to be approved by the National Archives of Canada. **Related to PR#:** TBS PPB 450 **TBS Registration:** 002569 **Bank Number:** TBS PCE 735

Official Languages Information System (OLIS)

Description: The OLIS is a central bank containing information on all established positions and incumbents. The bank includes position and employee-related

information such as language requirements of positions, levels of language knowledge, linguistic profiles, position classifications, employee classifications, first official language, linguistic status of incumbents and their effective dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Position-related data are provided by departments and agencies using OLIF-A5 form whereas employee-related data are collected from the Incumbent System (TBS PCE 723) and the Second Language Evaluation System of the Public Service Commission. OLIS also transfers some of its data to the Language Training Module (TBS PCE 704). **Class of Individuals:** All public service employees (Schedule 1 Part 1 of the Public Service Staff Relations Act) appointed for indeterminate periods or terms of more than three months in departments and federal agencies as well as for some other government organizations under a special agreement. **Purpose:** Pursuant to the Official Languages policies, this bank has been compiled to provide timely and accurate information to support the Government, Central Agencies, Departments and Agencies for the implementation, control and evaluation of the Official Languages Program in the public service. **Consistent Uses:** The information is used by the departments involved as well as by central agencies for reference, research and statistical purposes to monitor the Official Languages Program. This system is used as a source of information or for linking with the following systems: Entitlements and deductions System (TBS PCE 716), Incumbent system (TBS PCE 723), Position Information Collection System (TBS PCE 725) and the Second Language Evaluation System of the Public Service Commission. All linkages are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Quarterly Extract Files are retained for 25 years and Monthly Transaction Files for 5 years. **TBS Registration:** 002851 **Bank Number:** TBS PCE 703

Official Languages Training Assignment Program

Description: Contains applications and supporting information of employees involved in the administration and/or management of the Official Languages Program in organizations - Departments, Crown corporations and their subsidiaries - who are subject to the provisions of the Official Languages Act, for their participation in a training assignment program. **Class of Individuals:** Employees who work in the administration and/or management of the Official Languages Program in organizations subject to the provisions of the Official Languages Act. **Purpose:** To register employees who work throughout departments and organizations in the administration and/or management of the Official Languages Program for consideration in training assignments in other organizations. **Consistent Uses:** Organizations forward applications and supporting documentation of employees interested in training assignments to the Official Languages Branch. The Official Languages Branch uses the information to identify applicants suitable for referral to organizations which have corresponding training assignments

available. **Retention and Disposal Standards:** Two years after completion of this type of training undertaken by an employee, records are destroyed. **Related to PR#:** TBS OLB 260 **TBS Registration:** 001586 **Bank Number:** TBS PCE 713

Personnel Management Information System

Description: The Personnel Management Information System contains individual federal employee personnel management data concerning personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. **Class of Individuals:** All federal employees for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** The bank was compiled to provide employers with personnel management statistical data in support of Treasury Board's role in collective bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within government institutions, for the use of both departments and central agencies. **Consistent Uses:** Statistical data is disclosed to the Employment Equity Target Group Data Bank in order to implement and evaluate government policies relating to employment equity. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **Related to PR#:** TBS ADM 921, 925 **TBS Registration:** 001957 **Bank Number:** TBS PCE 705

Position Information Collection System

Description: This bank contains individual federal employee data relating to position classification matters. The position record contains the social insurance number. Also included is information concerning position classification data. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel

information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Quarterly master and change files are retained for five years. Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002318 **Bank Number:** TBS PCE 725

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. **Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. **Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes. **Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the

provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years and are then destroyed – approved by Public Archives. **PAC Number:** 69-003 **Related to PR#:** TBS PPB 380 **TBS Registration:** 002568 **Bank Number:** TBS PCE 729

Relocation Policy Exceptions – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. **Class of Individuals:** Any individuals whose relocation costs are partially or completely paid by the government. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. **Consistent Uses:** Information is used for research in policy development, and in considering other requests for relocation policy exceptions. **Retention and Disposal Standards:** Information is retained for 25 years (to be approved by the National Archives of Canada). **Related to PR#:** TBS PPB 360 **TBS Registration:** 002571 **Bank Number:** TBS PCE 727

Senior Personnel Information System

This bank contains personnel management data on senior managers within the public service. The information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act. The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classification, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, compensation and performance appraisal. It is also used for research and statistical purposes. **Bank Number:** TBS PCE 715

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors'. **Class of Individuals:** Individuals who are subject to Governor General's Act, the Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information

sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 85) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch after 25 years. Approved by Public Archives. **Bank Number:** TBS PCE 734

Submissions to Treasury Board

This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Bank Number:** TBS PCE 701

Training and Development Information System

Description: This bank contains individual federal employee data relating to training and development. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name and classification. Information is also included concerning the type, duration and location of training, as well as the various costs of the training. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees that have taken training or development courses/seminars and for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of training and development

data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 02324 **Bank Number:** TBS PCE 719

Travel Policy – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts' notes on individual cases pertaining to requests for travel policy exceptions. **Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were made relating to specific policy exceptions. **Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. **Retention and Disposal Standards:** Information is retained for 25 years (to be approved by the National Archives of Canada). **Related to PR#:** TBS PPB 360 **TBS Registration:** 002570 **Bank Number:** TBS PCE 726

Workforce Adjustment Monitoring (WFAM) System

Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent

System (TBS). **Class of Individuals:** All employees, excluding Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10) and who resign prior to the end of their SURPLUS period between July 18, 1987 and March 31, 1991; who, in accordance with the WFA policy, receive lump-sum payments in lieu of their unfulfilled surplus period. **Purpose:** As of July 18, 1987, Treasury Board of Canada authorized deputy heads to approve up to six months' pay in lieu of unfulfilled surplus period, for employees who resign prior to the end of their surplus period between July 18, 1987 and the "sunset" date of March 31, 1991. This system is used to monitor the implementation and ongoing departmental compliance of this particular provision of the Work Force Adjustment Policy. **Consistent Uses:** The WFAM system has been developed for the Policy and Procedures Group (PPG) of Treasury Board Secretariat. Regularly scheduled reports are provided to the PPC, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. **Retention and Disposal Standards:** The monthly WFAM System Master Files are kept for six months. National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. **TBS Registration:** 002855 **Bank Number:** TBS PCE 732

Particular Banks

Complaints – Canadian Human Rights Commission

This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Bank Number:** TBS PPE 803

Developmental Assignments Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. **Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes.

Retention and Disposal Standards: Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments) on the Inventory.

Related to PR#: PSC PCE 762 **TBS Registration:** 002869 **Bank Number:** TBS PPE 805

Exemplary Service Awards

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. **Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. **Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed. **Related to PR#:** TBS SEC 021 **TBS Registration:** 001581 **Bank Number:** TBS PPE 802

Personal Harassment Complaints

This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Related to PR#:** TBS PPB 340 **Bank Number:** TBS PPE 804

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an

employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments.

Class of Individuals: Employees of the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Related to PR#:** TBS PPB 080, 090 **TBS Registration:** 001135 **Bank Number:** TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Veterans Affairs Canada

Chapter 106

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 107

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Yukon Territory Water Board

Chapter 108

Please note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.

dossiers sont détruits deux ans après que la situation
 reliée à un conflit d'intérêt potentiel est réglée ou que
 l'on a résolu le cas où il y avait effectivement conflit. **No.**
APC : 85-001 Enregistrement (SCT) : 002489 Numéro
de fichier : TCC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de
 cette publication) une définition des fichiers ordinaires et
 une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
 Dossier personnel d'un employé

Voyages et réinstallations

Stationnement

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Langues officielles

Harcelement

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Renseignements supplémentaires

- Mesures disciplinaires
- Présences et congés
- Primes d'encouragement
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Les formalités d'accès en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels sont expliquées dans l'INTRODUCTION (au début de cette publication).

De manière à pouvoir administrer les régimes de prestations, de pensions et de paye de la fonction publique et à pouvoir fournir des services de pension à d'autres organismes, le Ministère conserve les documents suivants :

- correspondance ministérielle
- dossiers par sujet, y compris les décisions administratives et les avis juridiques
- correspondance portant sur le régime de soins dentaires

- dossiers de listes de paye pour la fonction publique et la Gendarmerie royale du Canada
- les dossiers de versement de pensions des Forces canadiennes, de la Gendarmerie royale du Canada des membres du Parlement et des juges

Les dossiers sont conservés dans la région d'Ottawa-Hull ainsi que dans les autres régions.

Remarque : des demandes d'accès concernant les documents et les versements relatifs à des particuliers doivent être adressées au ministère-programme concerné.

personnes : Employés du Tribunal. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les

affectations, de références, des renseignements tirés des entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de propositions d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation aux Travaux publics ou à d'autres ministères. **But :** ce fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du ministère des Travaux publics ou dans d'autres ministères. **Usages compatibles :** les renseignements servent à établir les employés intéressés par une affectation au sein du ministère des Travaux publics ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à les fins statistiques. **Normes de conservation et de destruction :** les dossiers sont gardés pendant six ans après la fin de l'affectation ou six ans d'inactivité (aucune affectation). **Enregistrement (SCT) :** 002921 **Numéro le fichier :** TPC PPE 805

Fichiers ordinaires

Tous trouvez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et après-mandat
- Dossier personnel d'un employé
- Notation
- évaluation du rendement
- Formation et perfectionnement
- Salaires
- tarifiquement
- langues officielles
- Les accidents d'automobile, de bateau, l'embarcation et d'avion

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les leurs immobilières qu'ils possèdent. **Catégorie de**

Tribunal canadien du commerce extérieur

d'assurance, obligations d'épargne du Canada, Centralde, nouvelles politiques (paiements de péréquation) ristournes d'assurance-santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques. **Usages compatibles** : l'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des prestations de pension en regard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informées principale du Régime de pension du Canada – NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en œuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. **Normes de conservation et de destruction** : les documents sont détruits un an après que toutes les mesures aient été prises. Les bandes de traitement sont ré-utilisées un an. **No. APC** : 86-001 **Enregistrement (SCT)** : 001374 **Numéro de fichier** : ASC PCE 702

Cartes de demande d'assurance
Description : ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. **Catégorie de personnes** : employés de la fonction publique et pensionnés qui participent aux divers régimes. **But** : ce fichier contient tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance-invalidité de longue durée et du Régime d'assurance-invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. **Normes de conservation et de destruction** : les documents sont détruits un an après le décès de l'employé. **No. APC** : 86-001 **Enregistrement (SCT)** : 001375 **Numéro de fichier** : ASC PCE 703

Régistre des logements de la Couronne
Description : ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargées, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de services et les autres renseignements liés l'occupation d'un logement. **Catégorie de personnes** : employés de l'administration fédérale. **But** : ce fichier a pour but de consigner des renseignements qui servent administrer les logements

Fichiers particuliers

Systèmes de traitement de la fonction publique
Description : ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatifs à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le numéro d'assurance sociale et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arret et au détournement des fonds. **Catégorie de personnes** : employés de la fonction publique fédérale. **But** : ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance chômage et son règlement. **Usages compatibles** : ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements reçus par les systèmes connexes. **Normes de conservation et de destruction** : les documents sont détruits dès que l'employé a atteint 70 ans ou un an après le décès de ce dernier. **Renvoi au dossier** # : ASC DOR 090 **Enregistrement (SCT)** : 002596 **Numéro de fichier** : ASC PCE 705

Dossiers d'enquêtes sur les vérifications spéciales
Description : ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés dont les activités ont été mises en question. **Catégorie de personnes** : employés de l'institution. **But** : ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle. **Usages compatibles** : l'information contenue dans ce fichier est quelquefois transmise à la Gendarmerie royale du Canada. **Normes de conservation et de destruction** : l'information est conservée pendant une période de six ans. **No. APC** : 78-001 **Enregistrement (SCT)** : 000714 **Numéro de fichier** : TPC PPE 801

Programme d'affectations ministériel (PAM)
Description : le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des

confidentialité est assurée. À la fin du contrat, les documents contenant des renseignements personnels par rapport aux employés de Travail Canada seront transférés au nouveau donneur d'aide aux employés ou à un autre professionnel désigné, avec le consentement écrit de l'employé. **Enregistrement (SCT) : 003324**

Numéro de fichier : TRA PCE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griets

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Fichiers particuliers

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de Travail Canada. L'employé ayant besoin de conseils doit se mettre en contact avec le consultant dont les services ont été retenus aux fins du programme d'aide aux employés (PAE). Les documents concernant la consultation sont retenus par le consultant et ne sont pas remis à Travail Canada afin de sauvegarder le caractère confidentiel de programme.

Catégorie de personnes : Les employés de Travail

Canada But : L'information est utilisée par le consultant pour : a) emmagasiner les renseignements nécessaires à l'administration du PAE; b) déterminer si les employés ont besoin de conseils, de mise en rapport avec des professionnels de la santé et de participation aux programmes de réadaptation; c) assurer la suite des services rendus aux employés.

Usages compatibles :

Élaborer les décisions ayant trait aux mesures en matière d'aide aux employés; entreprendre une évaluation systématique du PAE et fournir des statistiques à Travail

Canada d'une façon telle que la confidentialité des individus qui ont demandé le service est assurée.

Normes de conservation et de destruction :

Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la

Normes de conservation et de destruction :

Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la

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Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la

Travaux publics et Services gouvernementaux Canada

Chapitre 107

Fichiers centraux

Banque de données sur les pensions de la fonction

publique

Description : cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, calculs, correspondance, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations

supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensions protégées par la Loi sur la

acquisition de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les

pensions visées par d'anciennes lois sur les pensions,

et leurs survivants. **Catégorie de personnes :** les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensions qui sont visés par les anciennes lois sur les pensions. **But :** ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis

destruction : Les dossiers sont conservés deux ans après les dernières décisions administratives. **No. APC :** 86-001 **Enregistrement (SCT)** : 002307 **Numéro de fichier** : MTC PPE 807

Système de gestion de l'information sur la formation

Description : Le SgIf est un système de capture de données et de préparation de rapports pour le Plan annuel de formation et le Rapport des activités de formation. De plus, ce système comprend un module d'inscription aux cours et un module de données historiques sur les cours suivis par les employés. Le système comprend les informations suivantes : nom, NAS, classification, sexe, première langue officielle, titre du poste et adresse de l'employé. Le système comprend également des renseignements sur les cours : code de cours, titre du cours, localisation et dates, code de programme de formation, langue et source du cours ainsi que les considérations financières afférentes.

Catégorie de personnes : Les employés de Transports Canada. **But** : De fournir des informations de gestion en vue d'étayer le processus de prise de décision des gestionnaires dans le domaine de la formation. Le système vise également à répondre aux exigences d'information des agences centrales et du Ministère. Il est également utilisé pour répondre à certaines demandes soumise en fonction des lois sur l'accès à l'information et de la protection des renseignements personnels. Des rapports sont produits selon les besoins tout en respectant les normes établis par la loi de la protection des renseignements personnels.

Usages compatibles : Nous colligeons et traitons l'information pour fins de planification, d'établissement de priorité et de compte rendu des activités et coûts de formation au sein du Ministère. L'information recueillie permet également de déterminer la nature et l'envergure de la formation par composante organisationnelle et de procéder à la comparaison des données : (a) planifiées et rapportées; (b) planifiées et non-rapportées; et, (c) non-planifiées mais rapportées. **Enregistrement (SCT)** : 003203 **Numéro de fichier** : MTC PPE 816

Système de gestion du personnel

Description : Ce fichier renferme un système d'information sur la gestion du personnel et des postes.

Travail Canada
Chapitre 106

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État

Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées. **Catégorie de personnes** : Les employés de l'État et des sociétés de la Couronne constituent la catégorie des

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Griefs
Harcelement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

de destruction : Fichiers sont retenus pour trois ans avant d'être détruits. **Enregistrement (SCT) :** 003201

Numéro de fichier : MTC PPE 817

Programme d'aide aux employés (PAE)

Description : Ce fichier contient des renseignements confidentiels relatifs à la participation de l'employé aux services de consultation, la source et la raison de la référence, la chronologie de cas, les recommandations et références, et les données démographiques du client. **Catégorie de personnes :** Les employés de Transports Canada utilisant les services de consultation. **But :** Ce fichier a pour but de conserver les renseignements nécessaires à l'administration du programme et de répondre aux besoins de l'employé qui utilise les services de consultation. **Usages compatibles :** Étayer les décisions des conseillers concernant les démarches prises en matière d'aide aux employés (ex. références, recommandations, suivi). Utilisation d'une banque globale de données afin de déterminer les besoins relatifs au programme. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière activité enregistrée au programme d'aide aux employés. **No. APC :** 86-001 **Enregistrement (SCT) :** 001069

Numéro de fichier : MTC PPE 803

Programme de l'équité en matière d'emploi -

auto-identification du groupe cible

Description : Ce fichier est de la responsabilité du Programme de l'équité en matière d'emploi du Ministère. Les dossiers contiennent les données recueillies par une enquête ministérielle auprès des employés de Transports Canada. Les employés donnent volontairement des renseignements personnels : nom, numéro d'assurance sociale et groupe cible. Les renseignements seront mis à jour au moyen d'un questionnaire qui sera joint à la lettre d'offre aux nouveaux employés. **Catégorie de personnes :** Les employés de Transports Canada. **But :** Le fichier a été établi pour permettre l'analyse approfondie des statistiques du Programme d'équité en matière d'emploi envers les groupes désignés du Ministère. Cela reflètera la situation des employés de Transports Canada et facilitera la provision équitable de services à tous les groupes désignés. **Normes de conservation et de destruction :** Les dossiers des employés sont conservés jusqu'au moment de leur départ du Ministère. **No. APC :** 86-001 **Enregistrement (SCT) :** 001604

Programme de maintien de l'emploi

Description : Ce fichier contient des renseignements sur les employés touchés par le réaménagement de l'effectif. Ces renseignements se rapportent aux employés, aux postes, à la situation à l'intérieur du Programme de maintien de l'emploi, aux considérations sur le redéploiement et le recyclage. **Catégorie de personnes :** Employés de Transports Canada. **But :** Le but de ce fichier est de renseigner le personnel chargé de l'administration du Programme de maintien de l'emploi, d'appuyer et de documenter les décisions relatives au réaménagement de l'effectif, plus particulièrement en ce qui a trait au recyclage des employés touchés. **Normes de conservation et de**

fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données consignés dans d'autres fichiers, afin de faciliter la mise en œuvre et l'évaluation des politiques de gouvernement concernant les programmes d'équité et matière d'emploi. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Numéro de fichier :** MTC PPE 805

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des programmes du Ministère. Ces renseignements peuvent comprendre des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations dûment remplis, concernant soit la prime au mérite, soit la prime à l'initiative. **Catégorie de personnes :** Employés du Ministère qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement ou des programmes de primes du Ministère. **But :** Le fichier a pour but de donner des renseignements sur les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et autres primes du Ministère. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **No. APC :** 86-001 **Enregistrement (SCT) :** 002306

Profil du personnel

Description : Contient les profils des employés qui travaillent avec le Groupe des aéroports, région de l'Ontario. Ces informations comprennent les noms, positions, locations de travail, qualifications, intérêts et ambitions de ces employés. **Catégorie de personnes :** Employés, Groupe des aéroports, région de l'Ontario. **But :** Pour aider la gérance du groupe dans la planification de l'entraînement et le développement de ses employés. **Usages compatibles :** Information ramassée est utilisée par la gérance pour faciliter l'adaptation des besoins de l'organisation aux intérêts et aspirations des employés. **Normes de conservation et**

Transports Canada

Chapitre 105

Fichiers particuliers

Demande de désignation au titre d'inspecteur des

marchandises dangereuses

Description : Ce formulaire collige des renseignements concernant les postulants afin que la Direction générale du transport des marchandises dangereuses puisse délivrer des certificats d'inspecteurs. **Catégorie de personnes :** Les personnes qui satisfont aux exigences de certification aux termes de la partie XIII du Règlement sur le TMD. **But :** Les renseignements sont exigés en vertu de la Loi de 1992 sur le TMD, et de la partie XIII du Règlement sur le TMD pour la délivrance du certificat d'inspecteur. **Usages compatibles :** Les renseignements figurant sur la demande sont exigés en vertu de la Loi de 1992 sur le TMD et sont nécessaires pour la délivrance d'un certificat d'inspecteur. La partie du formulaire portant sur le certificat est remise à l'inspecteur pour qu'il puisse s'identifier. **Normes de conservation et de destruction :** Les documents sont conservés pendant cinq années et on peut prolonger ce délai d'une période analogue. **Enregistrement (SCT) :** 002689 **Numéro de fichier :** MTC PPE 812

Formation – Contrôleurs de la circulation aérienne et spécialistes de service de vol – progrès d'étudiant
Description : Ce fichier comprend les données personnelles, y compris le numéro d'assurance sociale, les résultats d'examen, le progrès de l'étudiant durant la période de formation et la correspondance relative à la participation à la formation en contrôle de la circulation aérienne et comme spécialistes de service de vol. **Catégorie de personnes :** Les étudiants choisissent par recrutement général afin de participer à la formation; s'ils

deux ans suivant la demande. **No. APC :** 78-001

Renvoi au dossier # : STC SAC 615 **Enregistrement (SCT) :** 001603 **Numéro de fichier :** STC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

conservation et de destruction : Destruction des dossiers deux ans après avoir manqué ou abandonné le processus de sélection. **Enregistrement (SCT) :** 003202 **Numéro de fichier :** MTC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend les données

suivantes : les demandes pour suivre les cours et les évaluations, le numéro d'assurance sociale, le statut de membre d'un group visé par l'équité en matière d'emploi, les résultats des examens et les certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de

affectations à l'étranger des employés. Ce fichier concerne les employés actuels et anciens employés. Il a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. APC : 85-001 Numéro de fichier :** SEE PPE 811

concernant les déplacements, les réinstallations ou les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance

de stationnement. **Usages compatibles :** Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après l'expiration du permis. **Enregistrement (SCT) :** 000159 **Numéro de fichier :** SEE PPE 808

Voyages et réinstallations

Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance

Solliciteur général Canada – Secrétariat du Ministère Chapitre 103

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale. **But :** Ce fichier sert à tenir un registre des demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Le Commissaire à la protection de la vie privée le consulte lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de

Fichiers particuliers
Demande émanant des organismes fédéraux d'enquête

Description : Ce fichier contient une copie des demandes de divulgation présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers personnels peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même. **Catégorie de personnes :** Employés de Statistique Canada ayant fait l'objet d'une

Statistique Canada Chapitre 104

ressources humaines. **Catégorie de personnes :**

Employés actuels et anciens employés. **But :** Approuver et noter la participation des employés à des cours de

formation et de perfectionnement. **Usages**

compatibles : Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de

présences et de congés, les mutations, les promotions

et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le

revenu. Il peut éventuellement servir de numéro de

référence pour la formation et le perfectionnement des

employés. **Normes de conservation et de**

destruction : On détruit les dossiers deux ans après la

fin des cours de formation et de perfectionnement suivis par l'employé. **Enregistrement (SCT) :** 000154 **Numéro**

de fichier : SEE PPE 804

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports

d'enquête sur les accidents et les blessures ou les

maladies professionnelles et la correspondance connexe,

de même que des copies du Rapport du superviseur,

enquête sur un accident, documents qui sont conservés

au centre de responsabilité compétent. Conformément

aux exigences de Travail Canada, ces dossiers

renferment des renseignements personnels sur les

employés victimes d'accident au travail, notamment

l'âge, le sexe, l'état civil, le numéro d'assurance sociale,

l'adresse domiciliaire, le traitement et l'emploi. Les

dossiers sur l'administration des premiers soins sont

conservés conformément à la politique du Conseil du

Trésor. Les dossiers, y compris les rapports médicaux

de chaque employé, les demandes d'indemnisation et la

correspondance connexe, et les pièces justificatives des

sommes versées, sont conservés par Travail Canada

dans le fichier TRA PCE 701. **Catégorie de**

personnes : Employés actuels et anciens employés.

But : Consigner tous les détails relatifs à la sécurité et à

la santé ainsi que les causes d'accidents et de blessures

afin de prévenir les accidents et de favoriser un climat

de salubrité, et contribuer à la gestion efficace du

programme de santé et de sécurité. **Usages**

compatibles : Étayer les décisions relatives aux

indemnisations et aux congés attribuables à des

accidents du travail; agir de façon à prévenir les

blessures et les maladies, et les invalidités qui en

découlent ou qui sont aggravées par les conditions de

travail; s'assurer que les employés exposés à certains

risques professionnels reconnus puissent continuer à

travailler sans porter atteinte à leur santé, à leur sécurité

ou à celle des autres; et établir des conditions qui

permettront à certains employés atteints d'une maladie

ou d'un handicap reconnu de continuer à travailler dans

des conditions propices à leur état. Le numéro

d'assurance sociale, qui est utilisé en vertu de la Loi de

l'impôt sur le revenu, est consigné aux rapports

d'accidents qui sont transmis à Travail Canada. **Normes**

de conservation et de destruction : On conserve les

dossiers relatifs à l'administration des premiers soins

pendant cinq ans; les rapports d'enquête sur les

accidents et les maladies ou les blessures

professionnelles, et la correspondance afférente, de

Langues officielles

Description : Ce fichier renferme les inscriptions aux

cours de langues et les fiches de présences; les

demandes de formation linguistique comprenant des

données personnelles de base, notamment la première

langue officielle de l'employé, la date de naissance et le

numéro d'assurance sociale aux fins d'identification; les

résultats des examens de connaissance de la langue et

la correspondance relative aux compétences des

employés en matière de langues officielles. Les

renseignements afférents aux examens de connaissance

de la langue et aux exemptions sont versés au dossier

professionnel de l'employé. Les renseignements

personnels contenus dans ce fichier sont également

consignés dans le Système de renseignements

informatisé des ressources humaines. **Catégorie de**

personnes : Employés actuels et anciens employés.

But : Étayer à l'aide de pièces à l'appui les décisions

relatives à la formation en matière de langues officielles

et aux examens de connaissance de la langue, et

justifier les besoins de formation linguistique et les

réalisations des employés. **Usages compatibles :** Étayer

à l'aide de pièces à l'appui les décisions touchant les

employés en matière de dotation, de mutation et de

promotions; collaborer à l'évaluation de la compétence

linguistique des employés et vérifier la gestion des

programmes ayant trait aux langues officielles. Le

numéro d'assurance sociale est utilisé en vertu de la Loi

de l'impôt sur le revenu. Il sert de numéro de référence

pour la formation linguistique des employés. Il peut

également devoir être transmis à la Commission de la

Fonction publique et au Secréariat du Conseil du

Trésor. **Normes de conservation et de destruction :**

On détruit les dossiers deux ans après la date de la

dernière justification à l'aide de documents.

Enregistrement (SCT) : 000155 **Numéro de fichier :**

SEE PPE 805

Stationnement

Description : Ce fichier renferme les demandes de

permis de stationnement et la correspondance relative

au stationnement des automobiles dans les parcs loués

par la Société. La section du dossier personnel de

l'employé portant sur la rémunération et les avantages

sociaux contient aussi les renseignements relatifs aux

retenues salariales effectuées pour le règlement des frais

de stationnement. Les renseignements personnels

contenus dans ce fichier sont également consignés dans

le Système de renseignements informatisé des

ressources humaines et dans le Système informatique

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

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de gestion. **Catégorie de personnes :** Employés

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demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

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demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

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de gestion. **Catégorie de personnes :** Employés

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de gestion. **Catégorie de personnes :** Employés

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demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

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de gestion. **Catégorie de personnes :** Employés

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de gestion. **Catégorie de personnes :** Employés

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demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

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de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

actuels et anciens employés qui ont présenté une

demande de permis de stationnement. **But :** Le fichier

sert à étayer l'administration des avantages en matière

de gestion. **Catégorie de personnes :** Employés

compatibles : Étayer les décisions portant sur la dotation; la rémunération et les avantages sociaux; la formation et le perfectionnement; les langues officielles; la santé et la sécurité professionnelles. **Normes de conservation et de destruction** : On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 70 ans, ou pendant un maximum d'un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver le dossier de façon permanente si on estime qu'il possède une valeur historique. **Enregistrement (SCT)** : 000151 **Numéro de fichier** : SEE PPE 801

Dotation
Description : Ce fichier renferme les demandes de dotation; les descriptions de poste; les échelles de traitement; les profils de sélection; les demandes d'emploi des candidats; les observations des comités de dotation en personnel; les examens et les résultats; les offres d'emploi; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat. **But** : Choisir les candidats et combler les postes vacants. **Normes de conservation et de destruction** : On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel.

Enregistrement (SCT) : 000153 **Numéro de fichier** : SEE PPE 803

Formation et perfectionnement
Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement par le gouvernement et données par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **But** : Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. **Usages**

authentique des décisions relatives au recrutement et à la cessation d'emploi; à la fiche de présences et de congés; au traitement, aux prestations et aux avantages sociaux; au régime de pension; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour l'emploi, le régime de pension, la rémunération et les avantages sociaux. On le transmet également, avec d'autres renseignements, à Revenu Canada pour l'impôt sur le revenu, à Approvisionnement et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application. **Normes de conservation et de destruction** : On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 70 ans ou pendant un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver les dossiers de façon permanente si on estime qu'ils possèdent une valeur historique. **Enregistrement (SCT)** : 000152 **Numéro de fichier** : SEE PPE 802

Dossier professionnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'emploi, l'adresse domiciliaire, a citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines. **But** : Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. **Usages**

Société immobilière du Canada limitée

Chapitre 101

Note : Les renseignements sur les employés de la Société immobilière du Canada sont détenus par Travaux publics Canada.

Société pour l'expansion des exportations

Chapitre 102

Fichiers particuliers

Autorisations sécuritaires

Description : Ce fichier renferme les antécédents

personnels; les résumés des enquêtes menées par le

Service canadien du renseignement de sécurité (SCRS);

les fiches d'empreintes digitales; les casiers judiciaires;

les directives sur la sécurité et la correspondance relative

à l'agrement sécuritaire des employés. (Les détails des

enquêtes menées par le SCRS sont gardés dans le

fichier Évaluation de sécurité (SRS PPU 005 du SCRS.)

Catégorie de personnes : Employés actuels et anciens

employés. **But :** Attribuer la cote de sécurité et fournir

des renseignements sur la gestion des mesures

sécuritaires du gouvernement. Lorsque les organismes

déterminent les cotes de sécurité, ils ne doivent

examiner que les renseignements précisés dans ce

fichier et non ceux mentionnés dans les dossiers sur les

habilitations sécuritaires du SCRS. **Usages**

compatibles : Étayer les décisions relatives à la

dotation, aux mutations, aux promotions, aux mesures

disciplinaires et à la cessation d'emploi. **Normes de**

conservation et de destruction : On détruit les

dossiers deux ans après le départ de l'employé de

l'organisme qui lui a attribué une cote de sécurité.

Enregistrement (SCT) : 000157 **Numéro de fichier :**

SEE PPE 807

Cartes d'identité et laissez-passer

Description : Ce fichier renferme des photos, des

formulaires d'identification et la correspondance ayant

trait à l'émission de cartes d'identité et de laissez-

passer. **Catégorie de personnes :** Employés actuels et

anciens employés. **But :** Émettre les cartes d'identité et

les laissez-passer. **Normes de conservation et de**

destruction : On détruit les dossiers deux ans après

l'expiration des cartes d'identité et des laissez-passer.

Enregistrement (SCT) : 000161 **Numéro de fichier :**

SEE PPE 809

Conflits d'intérêts

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêts, ainsi que des

rapports d'enquête et de la correspondance concernant

les conflits d'intérêts potentiels et réels entre les

fonctions officielles des employés et leurs intérêts privés

ou les valeurs immobilières qu'ils possèdent. **Catégorie**

de personnes : Employés actuels et anciens employés

qui se trouvent ou pourraient se trouver en situation de

conflit d'intérêts. **But :** Le fichier sert à étayer la mise en

oeuvre de la politique de la Société en matière de

normes de conduite. **Usages compatibles :** Les

dossiers permettent d'établir s'il y a conflit d'intérêts et,

le cas échéant, de trouver un moyen de résoudre la

situation de conflit d'intérêts. **Normes de conservation**

et de destruction : Les dossiers sont détruits deux ans

après que la situation reliée à un conflit d'intérêts

potentiel est réglée ou que l'on a résolu le cas où il y

avait effectivement conflit. **Enregistrement (SCT) :**

000160 **Numéro de fichier :** SEE PPE 810

Dossier personnel de l'employé

Description : Ce fichier renferme des renseignements

personnels sur l'employé, notamment l'âge, le sexe, le

numéro d'assurance sociale, le numéro du régime

provincial d'assurance-maladie, le numéro d'emploi,

l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de

téléphone, ainsi que la correspondance relative au

recrutement et à la cessation d'emploi, au traitement et

aux indemnités, aux retenues salariales et aux avantages

sociaux, au régime de pension, à la fiche de présences

et de congés, à l'équité d'emploi, le cas échéant, et aux

certificats médicaux à l'appui des congés de maladie.

Les documents d'appui comprennent des copies des

certificats de naissance de l'employé, de son conjoint et

de leurs enfants; les certificats de mariage ou de décès;

le nom de la personne avec qui communiquer en cas

d'urgence; les renseignements bancaires permettant le

virement du traitement et des prestations, et les

bénéficiaires. Les renseignements personnels contenus

dans ce fichier sont également consignés dans le

Système de renseignements informatisé des ressources

humaines. **Catégorie de personnes :** Employés actuels

et anciens employés. **But :** Compiler les documents et

les autorisations justifiant le recrutement, la cessation

d'emploi, le régime de pension et l'équité en matière

de versement du traitement et des prestations, et les

retenues salariales. On se sert du numéro d'assurance

sociale aux fins d'identification et pour assurer

l'uniformité de la gestion de la paye et des avantages

sociaux. **Usages compatibles :** Établir le caractère

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre des situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation élée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 001626 **Numéro de fichier :** SCA PPE 801

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur les employés des groupes cibles. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe cible (par exemple femmes, autochtones et personnes handicapées physiquement ou mentalement et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes cibles à celles des membres des autres groupes au sein de la SCA sur le marché du travail. Le numéro de l'emploi peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autres fichiers comprenant des renseignements sur les employés (par exemple la base de données des

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en œuvre la politique relative à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. Toutefois, ces documents seront conservés au moins durant les trois années qui suivent celle à l'égard de laquelle un rapport est fait. **No. APC :** 85-001 **Enregistrement (SCT) :** 002803 **Numéro de fichier :** SCA PPE 802

166

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'emploi. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline, et les

autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à l'approvisionnement et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations), et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000308 **Numéro de fichier :** DIC PPE 801 **Dotation** Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs

Société d'assurance-dépôts du Canada

Chapitre 97

Fichiers particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel.

Usages compatibles :

Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les critères de destruction des dossiers de ce fichier restent à définir.

SAD PPE 805

Enregistrement (SCT) : 002296 Numéro de fichier :

Dossier personnel d'un employé

Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, les évaluations du rendement et les appréciations de l'employé, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. Ce fichier se rapporte aux employés anciens et actuels et il a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; présences et congés; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunération et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. Les critères de destruction des dossiers de ce fichier restent à définir. **Numéro de fichier :**

SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les

Voyages et réinstallations

fichier : SAD PPE 804

Normes de conservation et de destruction :

Les critères de destruction des dossiers de ce fichier restent à définir. **Enregistrement (SCT) : 002295 Numéro de**

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but d'ermagasinier des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. **Usages compatibles :** Ce fichier sert à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but d'ermagasinier des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des demandes de remboursement. **Normes de conservation et de destruction :** Les critères de destruction des dossiers de ce fichier restent à définir. **Enregistrement (SCT) : 002294 Numéro de fichier :**

SAD PPE 803

que des documents d'appoint. L'information qui existe

sur support informatique est limitée. Le système de carte

d'accès et d'alarme peut aussi produire des rapports

statistique. Les personnes qui désirent avoir accès à ce

fichier doivent préciser le lieu de travail et la date

d'emploi. **Catégorie de personnes :** Employés et

entrepreneurs qui ont accès aux installations de la

Société. **But :** Le fichier vise à contrôler l'accès à

certaines installations, et à garantir la sécurité des

employés et des biens de la Société et de tout le

courrier en cours de transmission. **Usages**

compatibles : Les dossiers servent à l'émission et à la

révocation des cartes d'identité ou des laissez-passer, et

au maintien de la sécurité des immeubles. **Normes de**

conservation et de destruction : Les documents sont

gardés pendant deux ans après la date d'expiration des

cartes, puis sont détruits. **Enregistrement (SCT) :**

001364 **Numéro de fichier :** SCP PPE 823

■ Opérations postales

Gestion du parc de véhicules

Description : Ce fichier réunit, entre autres, les

documents suivants : déclarations de conducteurs,

information sur les permis de conduire de la Société

canadienne des postes et des provinces, énoncés sur

les restrictions médicales, primes pour conduite

secrétaire, fiches et rapports d'accident, évaluations des

possibilités de prévention des accidents, formation

reçue, copies des réclamations pour dommages

matériels, négociations de règlement ou tout autre

document sur les accidents impliquant des véhicules

tous ou appartenant à la Société. Il existe des dossiers

informatisés pour certains renseignements. (Précisons

que la majorité des documents sur les accidents

entraînant des réclamations sont conservés dans le

fichier Réclamations – Gestion du risque (SCP PPE 819).

Les personnes désirant avoir accès à ce fichier doivent

préciser le numéro de permis de conduire de la SCP, le

lieu de travail et, le cas échéant, le lieu et la date de

l'accident. **Catégorie de personnes :** Conducteurs des

véhicules appartenant à la Société. **But :** Le présent

fichier vise l'emploi efficace et sûr des véhicules. **Usages**

compatibles : Les documents servent à valider les

permis délivrés par les provinces et la Société

canadienne des postes; à en tenir une liste à jour; à

déterminer les possibilités de prévention des accidents

et la responsabilité des dommages et à arriver au

réglément, avec un tiers, des réclamations, en cas

d'accident; à attribuer les primes pour conduite

secrétaire, à discerner les besoins en formation et la

nécessité d'autres mesures préventives et à y pourvoir.

Des remarques sur la formation reçue et sur les

évaluations des possibilités de prévention des accidents

peuvent être versées aux Dossiers individuels sur le

personnel (SCP PPE 802). Des renseignements peuvent,

avec le consentement de la personne intéressée, être

ournis aux ministères provinciaux des transports pour

obtenir des données sur les dossiers de conduite (par

exemple, points de démerite, suspension du permis de

conduire). **Normes de conservation et de**

destruction : Les fiches historiques des conducteurs de

véhicules, qui contiennent notamment un résumé de la

formation reçue, sont conservées pendant deux ans

après la date où l'employé cesse d'occuper le poste de

conducteur. Les résultats de tests sont conservés

conformément aux dispositions des différentes

conventions collectives, mais au moins pendant deux

ans. Les rapports d'accident, les évaluations des

possibilités de prévention des accidents et des copies

des documents sur le règlement des réclamations sont

conservés pendant six ans après le dernier emploi

administratif. **No. APC :** 88-007 **Enregistrement (SCT) :**

002011 **Numéro de fichier :** SCP PPE 825

■ Etudes techniques et systèmes

Programme d'intéressement des employés

Description : Le fichier comporte, entre autres, les

documents suivants : description du poste, description

de la mesure d'économie, rapports d'évaluation et

nature de la récompense (dont les prix en argent). Des

renseignements personnels limités sont aussi versés

dans le système du Programme d'intéressement à

l'entreprise (PIE), notamment, le nom, le numéro

d'assurance sociale, la classification de l'employé, le

numéro et la nature de l'initiative. Le fichier contient

également le numéro d'assurance sociale, qui continuera

à servir d'identificateur jusqu'à ce que la Société se dote

d'un système de numérotation des employés. Les

personnes désirant avoir accès au fichier doivent

préciser le numéro de l'initiative, la date et le lieu.

Catégorie de personnes : Employés qui ont présenté

une demande de prime ou dont la candidature a été

retenue. Précisons que les renseignements concernant

la remise de primes pour conduite secrétaire au volant

sont versés au fichier Services automobiles (SCP PPE

825) et que les documents concernant le règlement des

coûts des primes sont aussi classés au fichier Comptes

fournisseurs (SCP PPE 820). **But :** Le présent

fichier porte sur le Programme d'intéressement à l'entreprise.

Usages compatibles : Le fichier est utilisé pour

encourager, déterminer et récompenser les suggestions

pertinentes faites par les employés de la Société. Les

avis concernant les primes peuvent être joints

définitivement aux Dossiers individuels sur le personnel

(SCP PPE 802) et (ou) au fichier Système d'information

sur les ressources humaines (SCP PPE 804). Une liste

des initiatives est distribuée aux gestionnaires afin qu'ils

étudient la possibilité de les appliquer dans leur secteur

respectif. Le système informatisé sert au contrôle du

traitement des initiatives et de la remise des prix, au

besoin. Seulement certains renseignements concernant

les gagnants peuvent être transmis au grand public par

voie d'affichage, par les médias et dans les publications

de la Société. **Normes de conservation et de**

destruction : Les documents sont conservés pendant

sept ans après l'année financière du dernier emploi

administratif, après quoi ils sont détruits.

Enregistrement (SCT) : 001351 **Numéro de fichier :**

SCP PPE 807

présentées. **Catégorie de personnes :** Employés, entrepreneurs et clients de la Société et d'autres

personnes qui ont déposé une plainte au Bureau du Commissaire à la protection de la vie privée, ou présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la

protection des renseignements personnels au coordinateur à la protection des renseignements

personnels de la Société, ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. **But :** Le présent fichier vise le traitement

des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements

personnels, ainsi que la tenue d'un registre de vérification des mesures prises. **Usages compatibles :**

Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes du Commissaire à la protection de

la vie privée et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les

fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints

aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des

plaintes et des causes portées devant les tribunaux. **Normes de conservation et de destruction :** Les

documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui

correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la

protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au

règlement des plaintes) avant d'être détruits. **Enregistrement (SCT) :** 001366 **Numéro de fichier :**

SCP PPE 828

Demandes émanant d'organismes d'enquête –

Emplois

Description : Le fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des

documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des

renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur

adresse au complet. **Catégorie de personnes :** Personnes qui font l'objet d'une enquête ou qui y

participent. **But :** Le présent fichier a pour but d'assurer que les demandes présentées par les organismes

chargés de faire respecter la loi, en vue d'obtenir des renseignements détenus par la Société

canadienne des postes sont dûment autorisées. **Usages compatibles :** Les documents servent à vérifier les

renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en

tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la

Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le

Commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes.

Normes de conservation et de destruction : Les documents sont gardés pendant une période de deux

ans suivant le dernier emploi administratif (c'est-à-dire

Infractions ayant trait aux affaires postales

Description : Ce fichier contient des renseignements

réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les

employés, les renseignements portent sur des infractions commises dans des bureaux de poste et des boîtes à

lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances

Dangereuses et vois à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur

les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. Ce fichier contient

également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote

d'un système de numérotation des employés. **Catégorie de personnes :** Employés et entrepreneurs de la

Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales

susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi

que des dispositions du Code criminel sur les infractions relatives au courrier. **But :** Le présent fichier vise la

résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des

dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale.

Usages compatibles : Les documents servent à étayer la procédure d'enquête et de renseignements établie

la pour résoudre et réduire les infractions contre la Société canadienne des postes. Certains renseignements

peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes

fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une

éventuelle poursuite judiciaire. **Normes de conservation et de destruction :** Les documents sont gardés

pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être

détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des

postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois

ans suivant l'année où l'arrêté a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du

Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont

conservés en permanence. **No. APC :** 88-007 **Enregistrement (SCT) :** 001365 **Numéro de fichier :**

SCP PPE 824

Systèmes de contrôle de l'accès

Description : Le fichier contient des demandes de carte

d'identité, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des

visiteurs et des rapports d'incidents occasionnels, ainsi

fichier : SCP PPE 829

Infractions ayant trait aux affaires postales

Description : Ce fichier contient des renseignements

réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les

employés, les renseignements portent sur des infractions commises dans des bureaux de poste et des boîtes à

lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances

Dangereuses et vois à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur

les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. Ce fichier contient

également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote

d'un système de numérotation des employés. **Catégorie de personnes :** Employés et entrepreneurs de la

Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales

susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi

que des dispositions du Code criminel sur les infractions relatives au courrier. **But :** Le présent fichier vise la

résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des

dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale.

Usages compatibles : Les documents servent à étayer la procédure d'enquête et de renseignements établie

la pour résoudre et réduire les infractions contre la Société canadienne des postes. Certains renseignements

peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes

fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une

éventuelle poursuite judiciaire. **Normes de conservation et de destruction :** Les documents sont gardés

pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être

détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des

postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois

ans suivant l'année où l'arrêté a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du

Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont

conservés en permanence. **No. APC :** 88-007 **Enregistrement (SCT) :** 001365 **Numéro de fichier :**

SCP PPE 824

Affaires juridiques

Description : Ce fichier contient des documents sur les

réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les

mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société.

Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans

d'autres fichiers de renseignements personnels.

Catégorie de personnes : Personnes traitant de questions juridiques. **But :** Le présent fichier réunit des

documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur

juridique de représentation pour celle-ci. **Usages**

compatibles : Les documents servent à fournir des avis et des conseils juridiques à la Société et à représenter la

Société et à protéger ses intérêts. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant une période de dix ans suivant

l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations

déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions

juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de

jurisprudence), les avis et les conseils juridiques sont conservés en permanence. **Enregistrement (SCT) :**

002078 **Numéro de fichier :** SCP PPE 827

Contrôles de la fiabilité

Description : Ce fichier réunit des vérifications d'identité

relatives aux casiers judiciaires et, le cas échéant, des empreintes digitales, des casiers judiciaires, des

recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent

aussi exister sous forme de données contenues dans le système d'information sur les ressources humaines

(SCP PPE 804). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates

d'emploi. **Catégorie de personnes :** Employés et entrepreneurs actuels et éventuels de la Société qui

n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au

courrier, à de l'argent et à d'autres biens de valeur. **But :** Le présent fichier vise à garantir la sécurité des

employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages**

compatibles : Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des

renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier

judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de

cinq ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une

promotion ou une cessation d'emploi). Sur réception d'un avis d'octroi de grâce, le casier judiciaire est

immédiatement détruit. **No. APC :** 88-007

Enregistrement (SCT) : 001363 **Numéro de fichier :** SCP PPE 822

Contrôles sécuritaires

Description : Ce fichier réunit, entre autres, les

documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et,

le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien

du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révocations et

pardons, et documents connexes. Des renseignements

sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les

ressources humaines (SCP PPE 804). Ces données comprennent le nom, la cote de sécurité accordée et

celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce

fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés et

entrepreneurs de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à

des biens, et à des informations et des systèmes de nature délicate. **But :** Le présent fichier est une source

d'information servant à déterminer la fiabilité des employés et des entrepreneurs qui occupent ou

pourraient occuper des fonctions comportant des risques à la sécurité. **Usages compatibles :** Les

documents servent à déterminer la cote de sécurité, et à évaluer les décisions concernant les mutations, les

promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de

sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de

sécurité peut être versée aux Dossiers individuels sur le personnel SCP PPE 802. Le détail des enquêtes de la

GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. **Normes de**

conservation et de destruction : Les documents écrits sont conservés pendant deux ans après la date de

cessation d'emploi ou la fin du contrat, avant d'être détruits. Les dossiers criminels sont détruits sur

réception d'un avis d'octroi de grâce. **Enregistrement (SCT) :** 001362 **Numéro de fichier :** SCP PPE 821

Demandes d'accès aux renseignements

Personnels/Plaintes

Description : Le fichier réunit les documents suivants :

formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et

renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables et des avis

juridiques. Il contient aussi les documents sur les plaintes adressées au Commissaire à la protection de la

vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce

partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée,

pour recueillir leur avis ou leur demander de prendre une décision. Ce fichier contient aussi le numéro d'assurance

sociale de certains requérants, du fait que les anciennes formules de demande de communication produites par le

Conseil du Trésor contenaient un champ à cet effet. Les personnes qui désirent avoir accès à ce fichier doivent

préciser la date approximative des demandes

Réclamations – gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité civile et d'accidents de la circulation, des avis juridiques, des ententes de règlement et d'autres documents sur les accidents d'automobile et d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte (d'emploi ou de revenus). Les documents portent aussi sur les pertes causées par les incendies et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820), que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Réclamations automobiles (SCP PPE 825), que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail (SCP PPE 845), et que les réclamations portant sur le courrier en retard, perdu ou endommagé sont versées dans le fichier Services à la clientèle (SCP PPU 030). Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre. **Catégorie de personnes :** Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs) ainsi que sur les tiers qui présentent des réclamations ou à qui la Société réclame des dommages. **But :** Le présent fichier porte sur le traitement des réclamations présentées par la Société canadienne des postes et par des tiers. **Usages compatibles :** Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers, approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régulateurs de l'extérieur. Ils servent également à étayer les réclamations de la Société concernant certaines pertes en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No. APC :** 88-007 **Enregistrement (SCT) :** 001360 **Numéro de fichier :** SCP PPE 819

en question, et préciser s'ils recherchent des renseignements sur les présences et la paie ou des genres plus précis d'information. **Catégorie de personnes :** Tous les employés présentement à l'emploi de la Société canadienne des postes et ceux qui l'ont quittée récemment, et les aides Médiaposte. **But :** Le présent fichier porte sur les présences et les congés, et sur le versement des salaires et des avantages financiers aux employés. **Usages compatibles :** Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires au sein de la Société canadienne des postes, à savoir : calculer la paie, émettre des chèques, faire des dépôts pour les employés et répondre à leurs demandes sur la paie; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop, pour toucher les sommes dues à la Couronne et pour mettre en vigueur les ordres de saisies-arêts); aider les superviseurs à accomplir les fonctions de gestion (comme gérer les présences et vérifier la fiabilité lors de la dotation de postes), et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, et autres. Les renseignements sont détenus aussi par Approuvisionnement et Services Canada (pour faciliter l'émission des chèques et l'administration des régimes de retraite); par Revenu Canada – Impôt (revenu et retenues) par les commissions des accidents de travail provinciales, par les organismes provinciaux d'assurance-maladie, et les compagnies d'assurance médicale collective. Des renseignements sont aussi transmis à Emploi et Immigration Canada, particulièrement pour les cessations d'emploi, conformément à la Loi sur l'assurance-chômage et aux règlements connexes. Les dossiers servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail ainsi que les plaintes et les griefs relatifs à la paie (voir le fichier SCP PPE 813). **Normes de conservation et de destruction :** Les registres de présences sont conservés pendant trois exercices financiers. Les dossiers annuels sur les présences et les autres dossiers sur la paie sont conservés pendant la durée d'emploi à la Société canadienne des postes. Un an après la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de soixante-dix ans, ou deux ans après son décès (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les données contenues dans le Système sur les congés et les présences du siège social sont conservées pendant trois ans. Les dossiers contenant les données de fin d'année sur l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national sur les versements en trop sont conservées pendant six ans après le dernier usage administratif. **No. APC :** 88-007 **Enregistrement (SCT) :** 002010 **Numéro de fichier :** SCP PPE 815

les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel (SCP PPE 802) ou au fichier Paie et présences (SCP PPE 815) ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. **Catégorie de personnes :** Employés, représentants et entrepreneurs de la Société et autres personnes ayant subi des pertes réelles ou soupçonnées. **But :** Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. **Usages compatibles :** Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables. **No. APC :** 88-007 **Enregistrement (SCT) :** 001763 **Numéro de fichier :** SCP PPE 818

Comptes fournisseurs
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèques, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). **Catégorie de personnes :** Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes à l'initiative, des récompenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; le paiement des biens et des services fournis à la Société, y compris par les concepteurs de timbres-poste et les membres du Comité exécutif; et le paiement des réclamations

présentées à la Société par des membres du public en général. (Consulter les fichiers de renseignements personnels de la Société concernant les contrats et les réclamations pour plus de détails.) **But :** Le présent fichier porte sur le paiement, par le Service des comptes fournisseurs, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. **Usages compatibles :** Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. Des renseignements sommaires sont fournis à Approvisionnement et Services Canada aux fins de l'émission des chèques. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de six années financières suivant celle au cours de laquelle les frais ont été engagés. **No. APC :** 88-007 **Enregistrement (SCT) :** 001361 **Numéro de fichier :** SCP PPE 820

Paie et présences
Description : Ce fichier contient notamment des lettres d'autorisation (par exemple, rémunération au rendement, prime au bilinguisme, paie d'interim, exemption d'assurance-chômage), des formulaires d'inscription (par exemple, formulaires de dotation, demandes au titre des régimes d'assurance collective chirurgicale-médicale et d'assurance des cadres de la Fonction publique), des feuillets TD1, T4 et d'autres renseignements sur les déductions d'impôts, des fiches de temps, des rapports de présence, des certificats médicaux et d'autres formulaires de présences et de congés, des états des gains à jour et, le cas échéant, des dossiers sur les allocations, les primes d'encouragement, les avantages accessoires, les versements en trop, les saisies-arêts et la cessation d'emploi. Certaines des données sur la paie et les présences ont été informatisées et versées dans les systèmes d'Approvisionnement et Services Canada et dans les systèmes suivants de la Société canadienne des postes : Congés et présences du siège social; Système de l'Association canadienne des maîtres de poste et adjoints (pour les bureaux semi-urbains et à commission); Système national sur les versements en trop. Système national des présences, système de paie de la Banque Canadienne Impériale de Commerce, système de paie des aides MédiaPoste et système de paie pour les employés occasionnels du Syndicat des postiers du Canada. Précisons que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des formulaires TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires, aux saisies-arêts et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (SCP PPE 802). Il se peut également qu'un supérieur tienne un registre des présences des employés qui relèvent de lui. Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par Revenu Canada et par Emploi et Immigration Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, leur numéro d'assurance sociale et les dates

téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps-plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, le niveau du visa d'intégrité, les résultats des évaluations du rendement, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le nouveau système de numérotation des employés. Une copie papier du dossier des ressources humaines est gardée sur tout le personnel cadre et exempt et certains employés. Ce fichier contient les évaluations du rendement, les renseignements concernant la dotation le curriculum vitae et les références, les certificats d'études et de formation, les formules de perfectionnement et autres renseignements comme le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique.

Catégorie de personnes : Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985.

Usages compatibles : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démissions et les cessations d'emploi; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'œuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter-entreprises, des analyses des tendances).

Normes de conservation et de destruction : Le calendrier concernant la conservation et la destruction des données du nouveau SIRH est en préparation. Il englobera l'ancien SIRH et la Base de données sur le personnel. Le calendrier actuel de la portion informatisée de l'ancien SIRH est la durée de l'emploi plus deux ans. Aux fins de statistiques, un fichier historique permanent est conservé pendant 40 ans. Le calendrier concernant la copie papier des évaluations du rendement, sous réserve des dispositions des conventions collectives; la durée de l'emploi pour

les autres fichiers à moins qu'ils ne soient remplacés (par exemple curriculum vitae); et le transfert aux Archives nationales a lieu un an après l'année de cessation d'emploi, pour conservation jusqu'à l'âge de soixante-dix ans, ou deux ans après le décès où ils sont alors détruits. **No. APC :** 88-007 **Enregistrement (SCT) :** 001348 **Numéro de fichier :** SCP PPE 804

■ **Service à la clientèle**

Correspondance générale

Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de la Société canadienne des postes, des lettres dirigées aux bureaux divisionnaires d'Archives nationales, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements comme des ébauches de réponse courante et un index dans le système informatisé de correspondance générale. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date et l'objet de la demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Références sur les concepteurs (SCP PPU 025).

Catégorie de personnes : Clients, employés, députés, d'autres représentants nommés ou élus et le grand public. Les documents peuvent aussi contenir des renseignements personnels sur d'autres personnes lorsque la demande les concerne, (par exemple, documents sur des employés ou des entrepreneurs de la Société canadienne des postes. **Usages compatibles :** Les documents servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances.

Normes de conservation et de destruction : Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. **No. APC :** 88-007 **Enregistrement (SCT) :** 002077 **Numéro de fichier :** SCP PPE 826

■ **Finances**

Cas de responsabilité financière

Description : Ce fichier réunit notamment les rapports de crédit occasionnels, rapports d'enquête sur

Services spéciaux

Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des traits d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). **Catégorie de personnes :** Un pourcentage restreint d'employés exclus qu'on dirige vers les Services spéciaux parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. **But :** Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués. **Usages compatibles :** Les documents y figurant servent à garantir le traitement humanitaire et sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. **No. APC :** 88-007 **Enregistrement (SCT) :** 001355 **Numéro de fichier :** SCP PPE 812

Stationnement

Description : Ce fichier réunit les demandes de permis et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il existe aussi des dossiers d'opérations informatisées. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés et entrepreneurs de la Société qui ont demandé ou reçu un permis de stationnement. **But :** Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. **Usages compatibles :** Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite par la GRC pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits. **Enregistrement (SCT) :** 001359 **Numéro de fichier :** SCP PPE 817

Système d'information sur les ressources humaines (SIRH)

Description : Le présent fichier informatisé remplace l'ancien système du même titre (l'ancien SIRH) ainsi que la Base de données sur le personnel (SCP PPE 803). Il contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à la Société canadienne des postes, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'assurance sociale, le numéro des ressources humaines, la date de naissance, le sexe, l'adresse à la maison et le numéro de

des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y a lieu de prendre note que des dossiers de consultation peuvent se retrouver dans Grîets et arbitrages, SCP PPE 813, Dossier de santé des employés, SCP PPE 840, et dans Demandes de règlement à la Commission des accidents de travail, SCP PPE 845). **Catégorie de personnes :** Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie. **But :** Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente. **Usages compatibles :** Les dossiers que le fichier contient servent à élaborer et à mettre en œuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, les consultants médicaux et infirmiers, gestion hiérarchique), à répondre aux grîets et aux plaintes, à veiller à la conformité au Code Canadien de travail, aux lois sur les accidents du travail et à la Loi sur les droits de la personne et à faire des suivis et des vérifications. **Normes de conservation et de destruction :** Un calendrier de conservation et de destruction est en cours d'élaboration. **Enregistrement (SCT) :** 003292 **Numéro de fichier :** SCP PPE 851

Réinstallation

Description : Ce fichier réunit les documents suivants : autres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le paiement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Ce fichier contient aussi le numéro d'assurance social à où il s'agit des dossiers qui précèdent l'exercice 1993-1994. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. **Catégorie de personnes :** Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à la Société canadienne des postes. **But :** Le présent fichier porte sur la réinstallation des employés. **Usages compatibles :** Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être livrés, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières suivant celle où les dépenses sont engagées, avant d'être détruits. **Enregistrement (SCT) :** 001358 **Numéro de fichier :** SCP PPE 816

001349 **Numéro de fichier** : SCP PPE 805

Griets et arbitrages

Description : Ce fichier réunit, entre autres, les

enseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception et réponses de la direction, témoignages, avis juridiques, rapports d'enquête et d'analyse, descriptions de fonction (pour les grefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et de la Cour fédérale et correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les grefs (SIRTG) et dans le Système

(SIRPT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIRPT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief. **Catégorie de personnes :** Les griefs personnels soumis par des unités de négociation accréditées ou la Société canadienne des postes concernant la violation présumée de la convention collective. **But :** Le présent fichier sert au règlement des griefs relatifs à l'interprétation des conventions collectives. **Usages compatibles :** Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévaut, notamment, le renvoi des causes au siège de relations du travail en arbitrage, au Conseil canadien des relations du travail ou à la Cour fédérale; à des fins de recherche, comme les analyses de tendances et les analyses thématiques; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue des négociations collectives. Le SIRPT fournit à la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public). **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après le

reglement du greff, sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant dix ans. Un exemplaire des documents de greff/arbitrage est également transmis aux Archives nationales du Canada. S'ils sont considérés par l'archiviste national comme ayant une valeur historique ou archivistique, ils sont conservés en permanence. S'ils présentent une certaine valeur de jurisprudence, des résumés accessibles au public sont conservés dans le SIURT pendant quinze ans. **No. APC :** 88-007
Enregistrement (SCT) : 001356 **Numéro de fichier :** SCP PPE 813

Programme de bourses d'études

description : Cette banque contient des données concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support

Reinsertion professionnelle

Réinsertion professionnelle
Description : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevue initiale et de suivi, des notes sur les progrès, des rapports de recommandations, des rapports de fermeture de cas,

des dossiers informatisés. **No. APC : 88-007**

Enregistrement (SCT) : 001353 Numéro de fichier :

SCP PPE 810

Formation

Description : Ce fichier réunit les documents suivants :

demandes de cours, autorisations, inscriptions et évaluations, déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le Système d'information sur les ressources humaines (SCP PPE 804). Une partie de ces données est conservée dans des fichiers informatisés (Système de gestion de la formation), entre autres les données de base et un dossier sur la formation suivie pour les employés. Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Services automobiles (SCP PPE 825) et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. **Catégorie de personnes :** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. **But :** Le présent fichier porte sur la formation fournie aux employés. **Usages compatibles :** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le fichier Système d'information sur les ressources humaines (SCP PPE 804). À noter que des renseignements sur la formation linguistique (langues officielles) des employés de la SCP sont partagés avec la Commission de la Fonction publique et le Conseil du Trésor et parfois établis avec ces organismes. **Normes de conservation et de destruction :** La plupart des dossiers concernant les cours et notamment les

ou non traitement injuste ou harcèlement. (Précisons que es documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant – voir le fichier SCP PPE 802); et à recommander des décisions à la direction, ou à appuyer celles qu'elle prend, sur la mutation ou l'imposition de mesures disciplinaires aux employés ou d'autres mesures correctives comme, par exemple, si la plainte est fondée sur une politique ou une procédure de la Société. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après l'année financière du dernier emploi administratif, qui correspond habituellement au règlement de la plainte. **No. APC : 88-007**

Enregistrement (SCT) : 001352 Numéro de fichier : SCP PPE 809

Équité en matière d'emploi

Description : Ce fichier réunit des données, informatisées et imprimées, d'Équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet. **Catégorie de personnes :** Employés qui ont répondu au questionnaire d'auto-identification d'Équité en matière d'emploi. Les employés ne dépendent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones. **But :** Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'Équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. **Usages compatibles :** Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire et la catégorie professionnelle) au sein de la société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le rapport annuel destiné à Emploi et Immigration Canada. **Normes de conservation et de destruction :** Les

mpriées sont conservés trois ans jusqu'à ce qu'ils soient utilisés pour préparer des rapports au Parlement. On élabore actuellement un calendrier de conservation

salaires, des retenues sur les salaires et des cotisations (voir aussi le fichier Paie et présences SCP PPE 815), et à fournir des conseils sur les avantages sociaux aux employés, à étayer et à valider les décisions relatives aux nominations, aux mutations, aux primes, aux promotions, aux mesures disciplinaires, aux retractions, à la cessation d'emploi et à la caisse de retraite; faciliter et coordonner certaines fonctions relatives au personnel, à savoir, rémunération et avantages sociaux, perfectionnement et planification des ressources humaines, perfectionnement des cadres supérieurs, formation, réinstallation, intéressement des employés, services automobiles, santé et sécurité professionnelle et environnementale, et cotes de sécurité; à établir certaines recherches (par exemple, la comparaison des niveaux des salaires et des avantages sociaux avec ceux d'autres entreprises, la gestion de carrière, l'amélioration de l'organisation, les recherches appliquées sur le personnel); et à vérifier les références d'emploi. Certains renseignements sont divulgués à des tiers, comme le précisent les descriptions des fichiers de renseignements personnels susmentionnés (notamment les fichiers de Paie et de présences). De plus, certains renseignements sur les nouveaux membres et le changement de statut d'emploi sont divulgués aux syndiqués.

Normes de conservation et de destruction : Les documents sont conservés pendant toute la durée de l'emploi à la Société. (Les avis disciplinaires sont conservés conformément aux dispositions des conventions collectives et les dossiers sur les saisies-arrests sont conservés pendant les deux années qui suivent le règlement avant d'être détruits.) Un an après la date de cessation d'emploi, les documents sont transférés aux Archives nationales du Canada et y sont détruits lorsque l'employé atteint l'âge de 70 ans ou deux ans après son décès (pourvu qu'au moins deux ans se soient écoulés depuis la dernière mesure administrative). Ils sont conservés en permanence si l'archiviste national considère qu'ils ont une valeur historique ou archivistique. **NO. APC :** 88-007

Enregistrement (SCT) : 001346 **Numéro de fichier :** SCP PPE 802

Dotation et emploi

Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, échelles de salaire, profils de choix, avis de concours, demandes de mutation, listes d'ancienneté, d'employés excédentaires, de mises à pied, de rappel et d'admissibilité, inventaires de la main-d'œuvre, curriculum vitae (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques (feuilles d'examen, tests et résultats), listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, avis aux candidats concernant le droit d'appel, documents sur des appels et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation

Droits de la personne

Description : Ce fichier réunit des lettres de plaintes confidentielles et des notes d'entrevue avec les plaignants, les personnes présumées responsables de traitement injuste ou de harcèlement, ainsi que des témoignages, des rapports d'analyse et d'enquête et des documents sur les décisions prises. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux, des évaluations et de la correspondance personnelle. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. **Catégorie de personnes :** Personnes qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les personnes qui sont présumées en être les responsables. **But :** Le présent fichier vise le règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. **Usages compatibles :** Les documents servent à déterminer s'il y a effectivement eu

SCP PPE 801

Enregistrement (SCT) : 001345 **Numéro de fichier :**

deviennent désuètes. **NO. APC :** 88-007

listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles

documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les

Normes de conservation et de destruction : Les

pas été retenue, pour mieux étayer les décisions. peuvent être divulgués à ceux dont la candidature n'a

renseignements personnels sur les candidats retenus confidentiel de la divulgation de renseignements, des

vertu de conditions rigoureuses sur le caractère personnel excédentaire et les mises à pied. De plus, en

renseignements personnels limités sur l'ancienneté, le de remettre aux agents des unités de négociation des

fichier Griefs, SCP PPE 813). Il est possible d'afficher et leurs ententes, et à traiter les plaintes, les appels et les

aux candidats concernant leur demande d'emploi et perfectionnement professionnel; assurer une réponse

(SCP PPE 804); étayer la planification de la relève et le d'information sur les ressources humaines

Paie et présences (SCP PPE 815) et au Système aout Dossiers individuels sur le personnel (SCP PPE 802),

postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées

sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les

déterminer s'il y a effectivement eu documents servent à fournir des renseignements objectifs

lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs

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renseignements, correspondance avec les médecins, notes sur l'évaluation de la santé des employés, correspondance relative à l'acquisition de renseignements médicaux, évaluations des capacités fonctionnelles, plans d'intensification des tâches, rapport des conseillers en réadaptation professionnelle, analyses des exigences physiques, rapports médicaux spéciaux sur l'exposition aux risques professionnels, dossiers et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie, ou les renseignements sur des pathologies médicales non liées au travail. **Catégorie de personnes :** Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service. **But :** Appuyer les programmes de santé professionnelle et de réadaptation. **Usages compatibles :** Ces dossiers servent à aider les employés à faire face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriée aux questions de santé; autoriser les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins sont joints au fichier SCP PPE 815, Paie et présences), aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. **Normes de conservation et de destruction :** Les règles de conservation et de destruction sont en préparation. **Enregistrement (SCT) :** 003158 **Numéro de fichier :** SCP PPE 840

Dossiers individuels sur le personnel

Description : Ce fichier contient des documents sur la rémunération et les avantages sociaux et, selon les cas, des documents sur les langues officielles et les mesures disciplinaires. Il contient aussi des résumés et des notes sur des documents plus détaillés contenus dans certains autres fichiers de renseignements. Les dossiers sur la rémunération et les avantages sociaux comprennent les lettres d'offre et les rapports d'opérations de dotation, les taux de salaire et avantages sociaux, les conditions d'emploi pour les employé(e)s cadres et exempts, les relevés annuels de salaire et les documents à l'appui (par exemple : les retenues pour l'impôt, l'assurance-chômage, l'assurance-maladie et le régime de pensions du Canada, l'assurance collective chirurgicale-médicale, l'assurance des cadres de gestion de la Fonction publique, l'assurance invalidité, les cotisations syndicales, les allocations de maternité et de

déplacement, le salaire au rendement et la rémunération provisoire, le régime d'épargne et les instructions de dépôt, les primes, les bons, les primes au bilinguisme, les rabais, les trop-perçus, les dossiers d'amendes, de suspensions, de saisies et de cessation d'emploi). Le fichier contient d'autres documents de référence notamment les copies du certificat de naissance, la liste des emplois précédents, les certificats de maladie, les certificats de mariage, de séparation ou de divorce, le nom de la personne à prévenir en cas d'urgence, les procurations et les dossiers d'une succession, par exemple le nom des bénéficiaires. Il contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Il existe aussi des dossiers informatisés sur les employés. Les dossiers individuels sur le personnel peuvent aussi contenir des avis de mesures disciplinaires et la correspondance connexe. Le fichier individuel sur le personnel contient en outre les documents suivants : Dotation et emploi (SCP PPE 801), Système d'information sur les ressources humaines (SCP PPE 804), Paie et présences (SCP PPE 815) et, le cas échéant, Formation (SCP PPE 805), Réinstallation (SCP PPE 816), Programme d'intéressement des employés (SCP PPE 807), Services automobiles (SCP PPE 825), Contrôles sécuritaires (SCP PPE 821), Contrôles de la fiabilité (SCP PPE 822), Dossier de santé des employés (SCP PPE 840). Selon l'importance et la nature des fonctions du bureau de poste ou de l'installation postale, certains des documents susmentionnés peuvent être versés dans des systèmes de classement indépendants. L'existence de descriptions distinctes permet l'établissement de systèmes de classement indépendants, au besoin, et facilite l'accès des employés à leurs dossiers. Les dossiers sont regroupés lorsque le besoin administratif s'en fait sentir (par exemple, lors d'une mutation ou de la cessation d'emploi). Précisons ici que, conformément à la politique établie, certains dossiers sur les employés de la Société canadienne des postes sont versés dans d'autres fichiers (par exemple, les informations détaillées sur la santé et la sécurité professionnelles et sur les contrôles sécuritaires, sur les griefs, l'aide aux employés, les droits de la personne, l'équité en matière d'emploi, les services spéciaux et les conflits d'intérêts (se reporter aux SCP PPE 821, 840, 813, 811, 809, 810, 812 et 814 respectivement); en outre, les gestionnaires peuvent conserver des répertoires et des doubles de dossiers administratifs sur le personnel dont ils sont responsables. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre du poste, le lieu de travail et la durée de l'emploi. Il faut prendre note que l'emploi des descriptions susmentionnées permet un accès plus sélectif aux renseignements. **Catégorie de personnes :** Employés actuels de la Société et tous les employés qui l'ont quittée récemment. **But :** Le présent fichier vise la coordination des diverses fonctions relatives à la rémunération, aux avantages sociaux et au personnel; il doit aussi servir à conserver les dossiers qui se rapportent à chacune d'elles. **Usages compatibles :** Les documents servent à s'assurer de l'exactitude des

d'études, etc. Les bénéficiaires imposables sont présentés à Service de la paie à des fins d'inscription sur les feuillets T4 de Revenu Canada – Impôt. **Normes de conservation et de destruction** : On est en train d'établir les délais de conservation des données du Club Héritage. **Enregistrement (SCT)** : 002989 Numéro de fichier : SCP PPE 830

Conflits d'intérêts

Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce

fichier doivent préciser leur nom, et leur lieu de travail. **Catégorie de personnes** : Tous les employés de la Société canadienne des postes, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels. **But** : Le présent fichier sert à la mise en œuvre de la politique sur les conflits d'intérêts. **Usages compatibles** : Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. **Normes de conservation et de destruction** : Les documents sont conservés pendant toute la durée d'emploi à la Société canadienne des postes plus deux ans, après quoi ils sont détruits. **No.**

APC : 86-001 **Enregistrement (SCT)** : 002156 Numéro de fichier : SCP PPE 814

Demandes de règlement à la Commission des

accidents de travail

Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes présentées aux commissions des accidents de travail et correspondance et formulés connexes; opinions juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements non médicaux peuvent également être conservés, notamment sur les blessures et maladies non liées au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Services automobiles, SCP PPE 825, et Réclamations - gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société puisse le remplacer par son propre système de numéros d'identification. Les personnes qui désirent avoir accès à

Dossier de santé des employés

Description : Ce fichier d'information contient tous les renseignements consignes, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment :

certificats, évaluations de la capacité au travail, rapports médicaux, consentements à la communication de documents sur l'administration des premiers soins et

Enregistrement (SCT) : 003159 Numéro de fichier :

SCP PPE 845

administrative, et ensuite, elles sont supprimées. Les renseignements sont conservés cinq ans après la dernière utilisation (pourvu que deux ans se soient écoulés depuis la dernière utilisation administrative). Les données du SIDA

l'employé atteint 70 ans, ou deux ans après le décès

nationales du Canada, où ils sont détruits lorsque

après la cessation d'emploi, ils sont confiés aux Archives

pendant toute la durée de l'emploi à la Société. Un an

destruction : Les documents écrits sont conservés

la Société. **Normes de conservation et de**

accidentels de produits chimiques par des employés de

Canada, par exemple en ce qui a trait aux déversements

transmet des renseignements restreints à Transports

l'administration des demandes de règlement. On

représentants d'unités de négociation, afin de faciliter

Transmis aux commissions des accidents de travail, à

épidémiologiques. Certains renseignements peuvent être

Certains renseignements peuvent servir à des études

la fréquence de certaines maladies ou blessures.

par la préparation de programmes préventifs fondés sur

d'entraîner des maladies et des blessures, par exemple

et la correction des conditions de travail susceptibles

SCP PPE 813). Ces fichiers facilitent également l'étude

à l'environnement (voir Griefs et Arbitrage,

appelés relatifs à la santé professionnelle, à la sécurité et

et de protection de la santé et à traiter les griefs et

information utile à des fins de prévention des accidents

qui comprend le retour au travail, à fournir toute

ou invalidité sont capables de continuer à travailler, ce

certains risques professionnels ou atteints d'une maladie

préciser les conditions auxquelles les employés soumis à

réclamations et au redressement des comptes); à

pour blessure au travail (le SIDA sert au règlement des

l'administration des prestations d'invalidité et congés

commissions des accidents de travail provinciales et

traitement des demandes de règlement aux

aux blessures et maladies liées au travail; à faciliter le

les services de réadaptation professionnelle) qui ont trait

prestations et congés médicaux payés par les CAT et

autoriser les congés et les prestations (y compris les

l'éducation à la santé et des conseils professionnels; à

ne s'aggravent par des interventions pertinentes,

à faire face à leurs problèmes médicaux et à éviter qu'ils

compatibles : Ces fichiers servent à aider les employés

commissions des accidents de travail. **Usages**

rapport d'accident ou une demande de règlement aux

blessés ou accidentés au travail ou qui ont présenté un

Catégorie de personnes : Employés de la Société

date, le lieu et les détails de l'accident ou de la blessure

ce fichier doivent préciser le lieu de travail, ainsi que la

renseignements personnels, à l'exception des documents de paiement (voir comptes fournisseurs, SCP PPE 820). Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragées à faire directement affaire avec l'agent d'orientation qu'ils ont accepté de rencontrer. Les personnes désirant présenter une demande d'accès officielle en vertu de la Loi sur la protection des renseignements personnels doivent préciser le titre de poste, le lieu et les dates d'emploi ainsi que le nom de l'agent d'orientation qu'ils ont consulté. **Catégorie de personnes** : Un document est constitué lorsqu'un employé a recours à un agent ou à un coordonnateur d'orientation du Programme d'aide aux employés. **But** : Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de la Société canadienne des postes aux prises avec des problèmes personnels qui peuvent être résolus par des soins professionnels. **Usages compatibles** : Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres, et, si l'employé accepte, au moyen d'évaluations médicales et de programmes d'aide professionnelle ou de réadaptation; aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à des fins d'évaluation des programmes (les agents d'orientation recueillent des statistiques traitées sous le couvert de l'anonymat). Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé. **Normes de conservation et de destruction** : Les fichiers sur les cas individuels ne sont pas conservés. Les documents sur l'orientation vers des services externes sont conservés pendant deux ans suivant la date la plus récente où l'employé a été référé au Programme d'aide. Ils sont par la suite détruits. **Enregistrement (SCT)** : 001354 **Numéro de fichier** : SCP PPE 811

Cachets d'or et d'argent
Description : Cette banque contient des données sur les mises en nomination visant les divers prix «Cachet d'or» et «Cachet d'argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. La banque contient également le numéro d'assurance sociale des bénéficiaires, la loi exigeant que les avantages imposables soient signalés à Revenu Canada, Impôt. Les renseignements touchant les avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4. Le numéro d'assurance sociale continuera à servir de code d'identification des employés jusqu'à ce qu'il soit remplacé par le système d'immatriculation de la SCP. **Catégorie de personnes** : Les employés actuels et les employés retraités qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de service, service exceptionnel à la clientèle ou service

(Nota : les données sur les prix remis pour conduite automobile exemplaire sont consignées dans le dossier Gestion du parc de véhicules, SCP PPE 825; les données sur les récompenses accordées pour longs états de service sont consignées dans le dossier Club Héritage, SCP PPE 830; les données sur les primes versées pour les suggestions retenues sont consignées dans le dossier Programme d'intéressement des employés, SCP PPE 807; les données sur les récompenses attribuées pour l'assiduité sont consignées dans les Dossiers individuels sur le personnel, SCP PPE 802.) **But** : Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP. **Usages compatibles** : On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les gagnants d'un Cachet d'argent deviennent admissibles d'office au Cachet d'or. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé ou au dossier qui le concerne dans le Système d'information sur les ressources humaines (PPE 804). **Normes de conservation et de destruction** : Un calendrier de conservation et de destruction des données sur les prix «Cachet d'or» et «Cachet d'argent» est en cours d'élaboration. **Enregistrement (SCT)** : 003160 **Numéro de fichier** : SCP PPE 850

Club Héritage
Description : Sont consignés dans la base de données sur le Club Héritage des renseignements tels que : le nom et le numéro des membres par section, leur adresse résidentielle, leur numéro de téléphone, leur date d'entrée en fonctions et de retraite, les prix distribués et, dans le cas des employés aux longs états de service, le numéro d'assurance sociale. (Le numéro d'assurance sociale continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés.) **Catégorie de personnes** : Les anciens employés de la Société qui ont au moins 10 années de service et les employés aux longs états de service (25 ans ou plus) peuvent devenir membre. **But** : Le Club Héritage est un programme de reconnaissance de la Société canadienne des postes qui donne aussi l'occasion aux anciens employés et aux employés aux longs états de service de participer à des rencontres sociales et d'offrir des services communautaires. **Usages compatibles** : Les données sur le Club Héritage sont groupées par section (il en existe trente et une au pays) et sont utilisées aux fins suivantes : la remise de cadeaux commémoratifs après le nombre d'années de service appropriées et à la retraite, l'organisation des rencontres sociales comme les banquets, et l'appui à la réalisation de programmes communautaires et utiles de la Société comme le Concours national de rédaction de lettres, le Programme de lettres au Père Noël, le Programme de bourses

Société canadienne des ports

Chapitre 95

Fichiers ordinaires

d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction** : Après deux ans, les dossiers sont envoyés aux Archives nationales du Canada où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes relatives à la Couronne, de mise en vigueur des mesures de paiement excédentaire, de perception des dettes relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Enregistrement (SCT)** : 003133 **Numéro de fichier** : SHL PPE 840

Société canadienne des postes

Chapitre 96

Fichiers particuliers

■ Ressources humaines et administration

Aide aux employés

Description : Ce fichier contient une quantité très restreinte de renseignements; en effet, en raison de la nature confidentielle du programme, les personnes bénéficient d'interventions individuelles et aucun

Dossier personnel d'un employé

Cartes d'identification et laissez-passer

Autorisations sécuritaires

une description de leur contenu.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

Voyages et réinstallations

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Voyages et réinstallations

Vérification de la fiabilité

Stationnement

Sécurité et santé au travail

Mesures disciplinaires

Formation et perfectionnement

Autorisations sécuritaires

une description de leur contenu.

Fichiers ordinaires

de fichier : SHL PPE 801

SHL RDS 914 **Enregistrement (SCT)** : 001936 **Numéro de dossier** : SHL PPE 801

conservés sept ans. **Renvoi au dossier** : Les dossiers sont conservés sept ans. **Normes de conservation et de destruction** : Les dossiers sont

conservés sept ans. **Normes de conservation et de destruction** : Les dossiers sont

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conservés sept ans. **Normes de conservation et de destruction** : Les dossiers sont

document n'est constitué. Précisons que, pour des raisons administratives, les documents sur les problèmes d'ordre médical et sur les questions de diminution du rendement et d'absentéisme ne sont pas versés au fichier Aide aux employés (voir respectivement à cet effet les fichiers nos SCP PPE 840, 804, et 815). De même, les renseignements contenus dans le fichier Aide aux employés ne se retrouvent dans aucun autre fichier de

85-001 **Enregistrement (SCT) : 002993 Numéro de fichier : SHL PPE 825**

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la SCHL et aux membres de leur famille immédiate. L'employé ou les membres de sa famille immédiate ayant besoin de conseils doit se mettre en contact avec le consultant dont les services ont été retenus aux fins du PAE. Les documents concernant la consultation sont retenus par le consultant et ne sont pas remis à la SCHL afin de sauvegarder le caractère confidentiel du programme. **Catégorie de personnes :** Les employés et retraités de la SCHL ainsi que les membres de leur famille immédiate. **But :** L'information est utilisée par le consultant pour assurer à suite des services rendus aux employés, retraités et membres de leur famille immédiate. **Usages compatibles :** Le consultant entreprend une évaluation systématique de PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont demandé le service est assurée. **Normes de conservation et de destruction :** En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qu'il s'impose. **Enregistrement (SCT) : 003135 Numéro de dossier : SHL PPE 850**

Description : Ce fichier contient des renseignements sur les employés des groupes désignés. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentes selon leur groupe désigné (femmes, aborigènes, minorités visibles et personnes ayant un handicap). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la SCHL et des organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autre fichier comprenant des renseignements sur les employés (par exemple, le système d'information sur les ressources humaines) et, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et

d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Ressources humaines et Travail Canada. Les renseignements peuvent également être utilisés à l'élaboration et la mise en œuvre de la politique relative à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. **No. APC : 85-001 Enregistrement (SCT) : 002198 Numéro de fichier : SHL PPE 809**

Régime de retraite de la SCHL

Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms et numéro d'employé. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité. **Normes de conservation et de destruction :** Les dossiers sont gardés pour deux ans après le décès du participant et sur vivants, les dossiers sont ensuite envoyés au Archives nationales du Canada. **Enregistrement (SCT) : 003134 Numéro de fichier : SHL PPE 845**

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des dispositions concernant les fonds relatifs à la saisie-arret et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins

candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes :** Candidats internes et externes. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **No. APC :** 85-001

Enregistrement (SCT) : 002995 **Numéro de fichier :** SHL PPE 835

Griets
Description : Ce fichier contient les griets présentés par les employés syndiqués et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; et toute la correspondance échangée au sujet des griets.
Catégorie de personnes : Employés de la SCHL. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griets.
Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griets à tous les paliers de la procédure. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du griet. **No. APC :** 85-001

Enregistrement (SCT) : 002992 **Numéro de fichier :** SHL PPE 820

Harcelement

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but d'ennagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail. Il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la dernière mesure administrative prise au sujet d'un cas donné. **No. APC :** 85-001 **Enregistrement (SCT) :** 002994 **Numéro de fichier :** SHL PPE 830

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILCO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employé de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **No. APC :**

Enregistrement (SCT) : 002991 **Numéro de fichier :** SHL PPE 815

Dossiers d'enquête
Description : Ce fichier sert à la consignation des plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises. **Catégorie de personnes :** Employés et grand public. **But :** Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé. **Usages compatibles :** Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu. **Normes de conservation et de destruction :** Les dossiers sont conservés trois ans après la résolution de l'affaire. **Enregistrement (SCT) :** 001939 **Numéro de fichier :** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés
Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Travail Canada et le Bureau du Commissaire aux langues officielles. **Catégorie de personnes :** Employés qui ont eu recours aux systèmes d'appel interne ou à une enquête ou processus se rapportant à une plainte de l'extérieur. **But :** Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes; les investigations de plaintes externes et à tenir un dossier des précédents. **Normes de conservation et de destruction :** Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel. **Enregistrement (SCT) :** 001938 **Numéro de fichier :** SHL PPE 804

Dossiers médicaux des employés
Description : Ce fichier contient un dossier médical sur chaque employé actuel, sur chaque ancien employé ainsi que des renseignements médicaux au sujet des membres de leur famille. **Catégorie de personnes :** Tous les employés de la Société et les membres de leur famille. **But :** Ce fichier sert à maintenir des renseignements médicaux pour fins administratives. **Normes de conservation et de destruction :** Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information. **Enregistrement (SCT) :** 001937 **Numéro de fichier :** SHL PPE 802

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des

sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations; les mutations; les promotions et les rétrogradations; les périodes d'emploi; notamment les stages, les mises à pied et la durée de l'emploi; la performance et les évaluations de l'employé; la classification; notamment les numéros de poste; les groupes, les niveaux, les titres et les traitements; les pensions et les assurances; notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et es domaines de service; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et perfectionnement; les décisions concernant les nominations et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, es promotions, les rétrogradations, la fin de l'emploi et es pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite). **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle et aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux; et aux assureurs de groupe; aux syndicats retenus des cotisations). **Normes de conservation et de destruction :** Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. **No. APC :** 85-001

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Vérification de la fiabilité

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Primes d'encouragement

Présences et congés

Mesures disciplinaires

d'embarcation et d'avion

Les accidents d'automobile, de bateau,

Langues officielles

Harcèlement

Chapitre 94

Société canadienne d'hypothèques et de logement

Fichiers particuliers

Accidents d'automobile

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL.

Usages compatibles : Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. **Normes de conservation et de destruction :** Les dossiers sont conservés actifs pour cinq ans et inactifs pour cinq ans.

Enregistrement (SCT) : 003295 **Numéro de fichier :** SHL PPE 855

Cartes d'identification et laissez-passer

Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer. **Catégorie de personnes :** Employés de la Société, entrepreneurs et les visiteurs. **But :** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et de laissez-passer. **Usages compatibles :** Émettre des cartes d'identité et des laissez-passer.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. **No. APC :** 85-001 **Enregistrement (SCT) :** 002199 **Numéro de fichier :** SHL PPE 810

Dossier personnel d'un employé

Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle et aux langues officielles. C'est la SCHL qui contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le

de fichier : SHL PPE 808

APC : 85-001 **Enregistrement (SCT) :** 000097 **Numéro de fichier :** SHL PPE 808

Normes de conservation et de destruction : Les dossiers sont détruits sept ans après que la situation relative à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000097 **Numéro de fichier :** SHL PPE 808

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Normes de conservation et de destruction : Les documents sont conservés jusqu'à ce que l'employé atteste l'âge de transférés aux Archives nationales du Canada. **No. APC :** 78-001 **Enregistrement (SCT) :** 001085 **Numéro de fichier :** SCC PPE 801

Programmes de perfectionnement professionnel

Description : Ce fichier renferme des renseignements sur le rendement d'un employé sur le plan des aptitudes, des capacités, des réalisations et des intérêts ainsi que sur la participation de l'employé à des activités de formation et de perfectionnement financées par des organismes gouvernementaux et non gouvernementaux. **Catégorie de personnes :** Les employés du Service correctionnel du Canada. **But :** Ce fichier a pour but de déterminer le niveau de rendement de chaque employé en vue de décider s'il y a lieu de garder l'employé, de prolonger sa période de stage ou de le renvoyer avant la fin de celui-ci, d'approuver sa rémunération au rendement et ses augmentations annuelles, d'approuver les activités de formation et de perfectionnement et de l'y inscrire, ainsi qu'à attester ses réalisations. **Usages compatibles :** Ce fichier sert à appuyer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux promotions, aux rétrogradations, à l'aide, à la discipline, à la cessation d'emploi, au perfectionnement et à la formation. Organismes chargés de l'application des lois, employeurs précédents (privés, provinciaux, fédéraux). **Normes de conservation et de destruction :** Les documents sont conservés jusqu'à ce que l'employé atteste l'âge de transférés aux Archives nationales du Canada. **No. APC :** 78-001 **Enregistrement (SCT) :** 001086 **Numéro de fichier :** SCC PPE 802

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer leur lieu de travail et leur destination, la date approximative du voyage et toute autre donnée permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles :** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Enregistrement (SCT) :** 002688 **Numéro de fichier :** SCC PPE 805

désirent avoir accès à des renseignements personnels es concernant dans ce fichier doivent indiquer le numéro du poste ou le numéro de concours, le cas échéant, au sujet duquel ils veulent obtenir des renseignements et toute autre donnée utile permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter des appels relatifs aux nominations et aux promotions. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la fonction publique (CCF) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **Enregistrement (SCT) :** 002686 **Numéro de fichier :** SCC PPE 803

Grèves

Description : Ce fichier contient les grèves présentées par des employés et par les représentants des unités de négociation, les accusés de réception et les réponses de direction, les témoignages, les opinions juridiques, les apports d'enquête et d'analyse, les descriptions de postes nécessaires lors de grèves sur la classification et la correspondance échangée au sujet des grèves. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du grief, le lieu où le grief a été déposé et la date approximative du dépôt, ainsi que toute autre donnée permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des grèves, même au niveau de la commission des relations de travail dans la Fonction publique. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. **Enregistrement (SCT) :** 002687 **Numéro de fichier :** SCC PPE 804

Prix et distinctions honorifiques

Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. **Catégorie de personnes :** Employés du Service correctionnel du Canada. **But :** Ce fichier a pour but d'identifier les employés qui sont candidats à des distinctions honorifiques ou qui les ont reçus. **Usages compatibles :** Organismes chargés de

Service correctionnel du Canada

Chapitre 93

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de salaire, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les imprimés d'ordinateur relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel, les

documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis destinés aux candidats, les avis relatifs au droit d'appel et les documents à cet égard, et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les personnes qui

Service de santé
Description : Ce fichier contient des dossiers médicaux et d'examen de santé, des rapports, des formulaires et de la correspondance relative aux blessures et aux troubles médicaux de l'employé et de l'information sur les membres de sa famille immédiate dont l'état de santé pourrait avoir une incidence sur son rendement. **Catégorie de personnes :** Les employés du SCRS et les membres de leurs familles. **But :** Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé physique ou mental; présenter des recommandations lorsque la santé physique ou mentale constitue un critère déterminant eu égard à la dotation d'un poste; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance. **Usages compatibles :** L'information peut servir à des fins de règlement des griefs, de dotation et d'administration des programmes de rémunération et d'avantages sociaux; être utilisée par les praticiens afin de leur permettre de poursuivre l'administration de traitements ou par les médecins et les psychologues qui forment le Comité d'évaluation du dossier de santé; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions; utilisée à des fins de recherche, de planification, d'évaluation et d'analyse statistique. Toutes les liaisons concernant l'administration des ressources humaines et les

SRS PPE 813
Enregistrement (SCT) : 002140 **Numéro de fichier :**

souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sur les accidents et les maladies du travail sont conservés pendant dix ans puis détruits, si Travail Canada et Santé et Bien-être Canada en ont un double. Le dossier se rapportant à un accident en particulier peut être joint au dossier personnel de l'employé, dont la conservation est assujettie aux normes applicables à ce fichier.

Fichiers ordinaires

Stationnement

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Voyages et réinstallations

programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé atteigne 70 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada; les autres doivent être détruits. **Enregistrement (SCT),** 003300 **Numéro de fichier :** SRS PPE 827

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS. **Usages compatibles :** Approuver les questions de voyage et de réinstallations ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel y a eu règlement des frais de voyage ou de réinstallation. **Enregistrement (SCT) :** 002146 **Numéro de fichier :** SRS PPE 819

employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction des fonds. Des renseignements et Services également fournis à Approuvements et Services Canada, pour faciliter le versement des salaires, aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés aux fins de l'établissement des budgets. **Normes de conservation et de destruction** : Détruire lorsque l'employé a 70 ans ou 2 ans après le décès de l'employé pourvu que 2 ans se soient écoulés depuis la dernière mesure administrative. **Enregistrement (SCT) : 002130 Numéro de fichier** : SRS PPE 823

Sécurité et santé au travail
Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par le SCRS. Conformément à la politique du Conseil du Trésor, le SCRS conserve également des dossiers sur les premiers soins administrés. Ce fichier contient des renseignements sur les plaintes dont le Comité de la sécurité et de la santé au travail a été saisi, ses conclusions, ses recommandations et la correspondance connexe. Travail Canada conserve des dossiers médicaux, les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, TRA PEC 701) La Direction des relations de travail conserve les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicules, voir le fichier SRS PPE 814.

Catégorie de personnes : Employés du SCRS. **But** : Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein du SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein du SCRS. **Usages compatibles** : Étayer les décisions connexes aux indemnités destinées aux travailleurs, aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus qui

Les répondants y indiquent, de leur plein gré, leur nom, leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. **Catégorie de personnes** : Employés du Service. **But** : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes désignés avec celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a une discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au sein du Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les dossiers sur l'équité en matière d'emploi sont habituellement conservés deux ans, puis détruits. **Enregistrement (SCT) : 002133 Numéro de fichier** : SRS PPE 824

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les réductions et présente des renseignements au sujet du rattachement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier contient de la documentation sur l'administration de la rémunération et les avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des rattachements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Permettre la répartition et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des

supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde. Le Système de collecte de données sur les postes et le fichier des Systèmes informatisés statistiques sont tenus par la Direction de langues officielles du Conseil du Trésor (Secrétariat). Les données sur la formation linguistique et les exemptions (tests linguistiques) sont versées dans le dossier personnel des employés du SCRS. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont détruits cinq ans après la date de la dernière justification. Les données sur les inscriptions, l'assiduité, les demandes d'inscription et les qualifications sont éliminées deux ans après l'obtention de la documentation la plus récente. **Enregistrement (SCT)** : 002139 **Numéro de fichier** : SRS PPE 812

Les accidents d'automobile, de bateau,

d'embarcation et d'avion
Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'Etat ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information. **Catégorie de personnes** : Les employés du SCRS victimes d'accidents d'automobile, de bateau, d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. **But** : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS. **Usages compatibles** : Déterminer la responsabilité des accidents et approuver le règlement des cas. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant un période de deux ans, puis les Archives nationales du Canada sont consultées avant qu'ils soient aliénés. **Enregistrement (SCT)** : 002141 **Numéro de fichier** : SRS PPE 814

Primes d'encouragement et distinctions

Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions en vue de l'amélioration des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. **Catégorie de personnes** : Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la Bourse Sir William Stephenson. **But** : Le fichier a pour but de reporter les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS; du Régime des primes d'attestation du mérite des employés du SCRS ou admissibles à la Bourse Sir William Stephenson. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Approvisionnements et Services émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont gardées pendant six ans et celles sur les autres primes sont gardées pendant trois ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont détruites deux ans après l'obtention de la documentation la plus récente. **No. APC** : 86-001 **Enregistrement (SCT)** : 002152 **Numéro de fichier** : SRS PPE 822

Programmes d'équité en matière d'emploi et du

multiculturalisme

Description : Ce fichier contient des renseignements personnels sur les employés et indique si ceux-ci sont intéressés à participer au programme. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou de systèmes de données automatisés.

employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenes; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme de mutation par rotation; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement nécessaire, puis ils sont détruits. **Enregistrement (SCT) :** 002138 **Numéro de fichier :** SRS PPE 811

Griefs et arbitrage
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusations de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance relative aux griefs et à l'arbitrage. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. **Normes de conservation et de destruction :** Les dossiers concernant les griefs ou les appels sont conservés pendant deux ans. Les dossiers se rapportant à des questions soumises à l'arbitrage de la Commission des relations de travail dans la Fonction publique sont conservés pour une période indéfinie. **Enregistrement (SCT) :** 002143 **Numéro de fichier :** SRS PPE 816

Harcelement
Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations; les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans les dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires. **Catégorie de personnes :** Employés de l'institution. **But :** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement au travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et, dans l'affirmative, pour déterminer les mesures appropriées, en particulier les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière mesure administrative qui a été prise. **Enregistrement (SCT) :** 003298 **Numéro de fichier :** SRS PPE 825

Langues officielles
Description : Les fichiers en matière de langues officielles sont tous entrés dans le Système d'information de gestion des ressources humaines (SIGRH); en plus d'indiquer la première langue officielle de l'employé, ils contiennent des données sur l'évaluation de la langue seconde (ELS), les exigences linguistiques du poste et la prime au bilinguisme, de même que sur les inscriptions, l'assiduité, les demandes d'inscription et les qualifications. Ces fichiers comprennent aussi des renseignements sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. Les employés doivent préciser quel a été leur rôle dans le processus pour chercher et consulter les dossiers qui les intéressent. **Catégorie de personnes :** Employés du SCRS et certains candidats à un poste. **But :** Permettre la planification, la mise en œuvre, le suivi, l'évaluation et la préparation de rapports sur les activités régies par la Loi sur les langues officielles. **Usages compatibles :** Étayer les décisions prises pour que les obligations du Service soient remplies conformément à la Loi sur les langues officielles; étayer et justifier les décisions prises concernant chaque employé en matière de nomination, mutations, promotions et d'admissibilité à la prime au bilinguisme. Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenes; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme de mutation par rotation; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement nécessaire, puis ils sont détruits. **Enregistrement (SCT) :** 002138 **Numéro de fichier :** SRS PPE 811

Langues officielles
Description : Les fichiers en matière de langues officielles sont tous entrés dans le Système d'information de gestion des ressources humaines (SIGRH); en plus d'indiquer la première langue officielle de l'employé, ils contiennent des données sur l'évaluation de la langue seconde (ELS), les exigences linguistiques du poste et la prime au bilinguisme, de même que sur les inscriptions, l'assiduité, les demandes d'inscription et les qualifications. Ces fichiers comprennent aussi des renseignements sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. Les employés doivent préciser quel a été leur rôle dans le processus pour chercher et consulter les dossiers qui les intéressent. **Catégorie de personnes :** Employés du SCRS et certains candidats à un poste. **But :** Permettre la planification, la mise en œuvre, le suivi, l'évaluation et la préparation de rapports sur les activités régies par la Loi sur les langues officielles. **Usages compatibles :** Étayer les décisions prises pour que les obligations du Service soient remplies conformément à la Loi sur les langues officielles; étayer et justifier les décisions prises concernant chaque employé en matière de nomination, mutations, promotions et d'admissibilité à la prime au bilinguisme. Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenes; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme de mutation par rotation; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement nécessaire, puis ils sont détruits. **Enregistrement (SCT) :** 002143 **Numéro de fichier :** SRS PPE 816

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordonnateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qu'il les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les extraire. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, connaître le numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Rétenués; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins

Évaluation du rendement

SRS PPE 809

Enregistrement (SCT) : 002136 **Numéro de fichier :** administratives des renseignements en question.

Catégorie de personnes : Employés du SCRS. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du SCRS, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux objectifs de carrière, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

Usages compatibles : Étayer les décisions ayant trait aux promotions, aux mutations, aux examens médicaux, à l'aide aux employés, aux examens médicaux, aux mesures disciplinaires et à la fin de l'emploi. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans, puis détruits. **Enregistrement (SCT) :** 002145 **Numéro de fichier :** SRS PPE 818

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et les évaluations; le code d'identification de dossier personnel; les résultats des examens et les certificats; les dossiers concernant le paiement des frais; la correspondance connexte à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement de même que par des organismes privés. Ce fichier comprend des renseignements personnels relatifs au Programme de développement de la carrière, aux congés d'étude non payés et au Programme de mutation par rotation. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte des informations est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Ce fichier inclut les profils des employés utilisés dans le cadre du processus de dotation. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein du SCRS. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des

ces documents pendant la durée d'emploi, plus deux ans, après quoi ils sont détruits. **Enregistrement (SCT) :** 003299 **Numéro de fichier :** SRS PPE 826

Dossier personnel d'un employé du SCRS

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du SCRS. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : dotations; présences et congés; formation et perfectionnement; hygiène et sécurité professionnelles; langues officielles; discipline; niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Ce fichier peut également contenir des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour des raisons de compétence médicale. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein du SCRS soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est le SCRS qui exerce le contrôle sur le dossier personnel de l'employé. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux; le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stades, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés (registre des congés et des présences, certificats médicaux pour les congés de maladie); la formation et le perfectionnement; les décisions concernant les indemnités et l'attitude au travail; les langues officielles; la discipline; et les renseignements sécuritaires. On trouve parfois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Les fiches

des présences et des congés sont décentralisées; pour les obtenir, il faut en faire la demande expresse. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir la documentation et de donner des autorisations pour les nominations, les mutations, les occasions de perfectionnement, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, à la planification de la relève, aux présences et aux congés; aux examens médicaux; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Santé nationale et Bien-être social Canada (aux fins des pensions). Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. Ces renseignements peuvent également servir à rédiger des lettres de félicitation ou de condoléances, selon le cas. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système d'information sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessous. Toutes les liaisons concernant l'administration des ressources humaines et de plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. Les dossiers sont gardés par le SCRS

destruction : Les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

Enregistrement (SCT) : 002153 **Numéro de fichier :** SRS PPE 808

employés. Il vise à déterminer si les employés ont besoin de counselling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles** : Étayer les décisions ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la date la plus récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier. **No. APC : 86-001 Enregistrement (SCT) : 002147 Numéro de fichier** : SRS PPE 820

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels, les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC), des cartes d'empréintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés, y compris les résultats des tests polygraphiques. Des remarques au sujet du niveau de sécurité peuvent être ajoutées au dossier personnel de l'employé. **Catégorie de personnes** : Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale. **But** : Ce fichier vise à consigner des renseignements sur la détermination du niveau approprié de sécurité pour les employés. Il peut également servir à déterminer la cote de sécurité et à fournir les renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. **Usages compatibles** : Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, aux augmentations automatiques, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de visite, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, de sorte que le SCRS puisse remplir le mandat qui lui est confié par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de planification, d'évaluation et de statistiques.

Enregistrement (SCT) : 002142 Numéro de fichier : SRS PPE 815

Conduite et mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de

Normes de conservation et de destruction : Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS; ils sont ensuite détruits au bout de sept ans. Les données sur les candidatures non retenues sont gardées pendant au moins deux ans, puis détruites. **Enregistrement (SCT) : 002142 Numéro de fichier** : SRS PPE 815

Conflits d'intérêts

Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (2) des rapports confidentiels faisant état de biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, des affaires personnelles de l'employé avec l'exercice de ses fonctions. **Catégorie de personnes** : Employés du SCRS. **But** : Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou

apparents; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. **Usages compatibles** : Régler des conflits d'intérêts réels, éventuels ou apparents, et appuyer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. **Normes de conservation et de destruction** : Le SCRS conserve

Enregistrement (SCT) : 002144 Numéro de fichier : SRS PPE 817

Conflits d'intérêts

Questionnaire sur le profil des employés de la Direction générale des programmes de la sécurité du revenu No. APC : 86-001 **Enregistrement (SCT) :** 003121 **Numéro de fichier :** transféré au ministère du perfectionnement des ressources humaines, SBS PPE 815

Saisie-arrêt

Description : Ce fichier contient les actes juridiques

portant sur l'autorisation de saisir les traitements et les

honoraires versés à l'égard des personnes contre

lesquelles des mesures de saisie-arrêt ont été prises.

Catégorie de personnes : Employé du Ministère.

Entrepreneurs embauchés par le Ministère en tant que

particuliers aux termes de marché de services. **But :** Ce

fichier a pour but de coordonner et contrôler les

modalités relatives à la saisie-arrêt afin de mettre en

pour s'assurer que le Ministère exécute les ordonnances

de la cour dans les délais prévus par la Loi. **Usages**

compatibles : Il permet, conformément à la Loi sur la

saisie-arrêt et la distraction de pensions, de procéder à

la saisie-arrêt et à la distraction de fonds. **Normes de**

conservation et de destruction : Les dossiers sont

conservés pour deux ans suivant la fin de l'exercice

financier, ou suivant le dernier usage administratif (le plus

récent des deux aura priorité). **No. APC :** 86-001

Enregistrement (SCT) : 002787 **Numéro de fichier :**

SBS PPE 803

Système de contrôle et d'imputabilité des années-

personnes

Description : Ce fichier contient des renseignements,

par individu, sur l'utilisation des années-personnes. Le

numéro d'assurance sociale est utilisé à des fins de

vérification et d'identification des individus et pour établir

un lien entre l'information de ce fichier et celui du

système ministériel d'information sur le personnel.

Catégorie de personnes : Ce fichier concerne les

employés du Ministère. **But :** Ce fichier a pour but

d'enregistrer les renseignements sur l'utilisation des

années-personnes qui servent à la gestion interne et qui

Service canadien du renseignement de sécurité

Chapitre 92

Vous devez préciser votre date et votre lieu de naissance chaque fois que vous présentez une demande en vertu de la Loi sur la protection des renseignements personnels pour éviter toute erreur quant à l'identité de l'auteur de la demande.

Fichiers particuliers

Aide aux employés

Description : Ce fichier contient des renseignements

administrés de façon confidentielle touchant la

participation d'un employé au Programme d'aide aux

employés (PAE), y compris les dossiers obtenus ou

préparés dans le cadre d'un contrat, les avis de mise en

doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation **Usages compatibles :** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de six ans et sont détruits par la suite. **No. APC :** 86-001 **Enregistrement (SCT) :** 002749 **Numéro de fichier :** SBS PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcellement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; certaines interprétations médicales concernant les capacités ou les limites de travail de l'employé. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier de renseignements personnels pertinent de l'organisme ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Employés, retraités, conjoints et membres de la famille immédiate. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du Programme d'aide aux

Dossiers médicaux

Description : Ce fichier contient certains des

renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'expert-conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des radiographies et des rapports de

traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom

au complet, leur date de naissance et l'endroit du dossier demandé. **Catégorie de personnes :** Les

fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels. **But :**

Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux éventuels y

compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-

embauche, d'évaluations périodiques médicales et de santé mentale, de milieu de travail. Les renseignements

sont utilisés afin d'appuyer les décisions ou droits en matière médicale, de santé mentale, d'emploi et de

pension. **Usages compatibles :** Les renseignements peuvent être utilisés à l'intérieur aux fins de gestion des

programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne.

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que l'employé ait

atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période

de conservation, certains de ces dossiers seront archivés aux Archives nationales du Canada à des fins

historiques et le reste sera détruit. **No. APC :** 577437/638944/607107 **Enregistrement (SCT) :**

002745 **Numéro de fichier :** SBS PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons

confidentielles ou de gestion

Description : Les renseignements comprennent la date

et le code d'exclusion, le niveau, le groupe, la direction générale et la division. **Catégorie de personnes :** Les

dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui

sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. **But :** L'objet de ce fichier

est d'enregistrer les données sur les employés exclus de la négociation collective. **Usages compatibles :** L'usage

est compatible avec le but mentionné à la partie 5. **Normes de conservation et de destruction :** Les

dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit

devenue désuète, et sont détruits par la suite. **No. APC :** 86-001 **Enregistrement (SCT) :** 002900 **Numéro**

de fichier : SBS PPE 802

Dossiers des plaintes du Ministère (employés)

Description : Les renseignements de ce fichier

comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. **Catégorie**

de personnes : Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la

Personne ou à la Commission de la Fonction publique. **But :** Les dossiers touchent tous les employés du

Ministère qui ont porté plainte officiellement, et sont

conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre.

Usages compatibles : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Norme**

de conservation et de destruction : Les dossiers sont conservés pour une période de deux ans après leur

dernier usage à des fins administratives et ils sont détruits. **No. APC :** 86-001 **Enregistrement (SCT) :**

002748 **Numéro de fichier :** SBS PPE 801

Dossiers du Centre de présentation prioritaire et

d'autorisation

Description : Ce fichier contient des renseignements

personnels de base, des renseignements sur les priorités administratives ou statutaires et les résultats des

présentations faites aux directeurs et (ou) aux agents de dotation du Ministère. **Catégorie de personnes :**

Employés de l'institution et personnes qui ont été mises en disponibilité par l'institution. **But :** Ce fichier a été

créé conformément aux articles 29, 30 et 37 de la Loi sur l'emploi dans la Fonction publique en vue de fournir

des renseignements sur les employés ayant une priorité administrative ou statutaire. Ce fichier existe aussi,

conformément à diverses politiques de la Commission de la Fonction publique, en vue de fournir des

renseignements sur les employés ayant une priorité de nomination. **Usages compatibles :** L'usage est

compatible avec le but mentionné à la partie 5. **Normes de conservation et de destruction :** Les dossiers sont

conservés pendant deux ans à compter de la date de fin du statut de priorité, puis sont détruits. Les autorités

des Archives nationales du Canada sont consultées concernant la destruction des dossiers informatisés. **No. APC :** 86-001 **Enregistrement (SCT) :** 002901 **Numé**

de fichier : SBS PPE 805

Primes d'encouragement

Description : Le fichier contient des renseignements su

les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement

du gouvernement fédéral. Ces renseignements peuvent comprendre des curricula vitae, des descriptions à

l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de

'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment

remplis, concernant soit la prime au mérite ou la prime d'initiative. **Catégorie de personnes :** Fonctionnaires qui

ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. **But :** Le fichier a

pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime

des primes d'encouragement du gouvernement fédéral. **Usages compatibles :** Les renseignements contenus

dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification des

fonds déboursés. **Normes de conservation et de destruction :** Les fichiers financiers sont conservés

pendant une période de six ans. Les fichiers créant des précédents sont transférés aux Archives publiques après

l'expiration de la date de conservation. **No. APC :** 86-001 **Enregistrement (SCT) :** 002914 **Numéro de**

fichier : SBS PPE 810

Santé et Bien-être social Canada

Chapitre 91

Fichiers centraux

Dossiers des dispensaires

Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, conseil d'emplois perturbés, aiguillage et rapports d'audiogramme. Les personnes emmenant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. **Catégorie de personnes :** Les fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les atterments d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et aiguillage d'emplois perturbés. Les renseignements ont aussi utilisés pour la surveillance de la santé au travail. **Usages compatibles :** Les renseignements peuvent être utilisés à l'intérieur aux fins de gestion des programmes et à des fins de recherche, de planification, de statistiques et de vérification interne. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront archivés jusqu'à ce que le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002747

Dossiers du Conseil de révision médicale de la santé des fonctionnaires fédéraux

Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. **Catégorie de personnes :** Les fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir un dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Conseil d'examen médical de la Santé des fonctionnaires fédéraux. **Usages compatibles :** Les renseignements sont utilisés à l'intérieur aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront archivés jusqu'à ce que le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002746

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront archivés jusqu'à ce que le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002747

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront archivés jusqu'à ce que le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002747

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Rapports de formation sur le matériel de traitement de texte
Description : Ce fichier est relié à la formation des employés sur des matériels de traitement de texte et contient des exemples du travail accompli durant la formation, les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé, ainsi qu'un sommaire des commandes. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Catégorie de personnes :** Employés du ministère du Revenu national (impôt). **But :** Le but du fichier est de fournir l'historique de la formation des employés sur le matériel de traitement de texte. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002027 **Numéro de fichier :** RCI PPE 805

Système de rapports de congé et de temps supplémentaire – impôt
 Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents du Ministère, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois dans les bureaux de district et au Bureau principal. Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de Revenu Canada Impôt, à l'exception de ceux qui sont engagés pour une période déterminée de moins de six mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire d'Approuvations et Services Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Un rapport personnel contenant des renseignements détaillés sur les congés et le temps supplémentaire est mis à la disposition de chaque employé à date fixe; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. **Numéro de fichier :** RCI PPE 804

Système de rapports de temps et de production de l'impôt
 Ce fichier a pour but de tenir les données sur l'utilisation du temps et la production, concernant tous les employés permanents du Ministère ainsi que les employés occasionnels et les employés engagés pour une période déterminée. Ce fichier contient les données sur les activités hebdomadaires de chaque employé, y compris les données de temps et de production par classification et sous-classe, en plus des rapports sur la non-observation et sur le temps et la production non déclarés. Les personnes identifiées dans ce fichier sont toutes employées par Revenu Canada (impôt). Ce fichier

fournir des rapports statistiques aux bureaux locaux, au Bureau principal et au Conseil du Trésor. **Normes de conservation et de destruction :** Une fois clos, les dossiers locaux doivent être conservés pendant cinq ans, après quoi ils doivent être détruits; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information du Bureau principal; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits. Les normes relatives au système de primes seront élaborées lorsque la base de données nationale sera implémentée et que nos représentants à travers le Canada pourront y accéder. **Enregistrement (SCT) :** 003212 **Numéro de fichier :** RCI PPE 810

Méthode de résultats de l'Exercice «in-basket» pour la supervision
Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom et l'initiale, le numéro d'assurance sociale ou le code d'identification de dossier personnel, le sexe, la date de naissance, l'adresse, le numéro de téléphone à domicile et au travail, le nombre d'années de service, le niveau d'études, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau. **Catégorie de personnes :** Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une autorisation en règle. **But :** Ce fichier a été créé pour la section Recherche et développement de la direction des Ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un concours à un autre, l'analyse des résultats d'examen et pour recueillir des données à des fins de recherches. **Normes de conservation et de destruction :** L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide indéfiniment. **Enregistrement (SCT) :** 003211 **Numéro de fichier :** RCI PPE 807

Opérations ministérielles et les questions relatives au personnel de l'impôt
Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du Ministère. L'accès au fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée. **Catégorie de personnes :** Employés du ministère qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption ou d'abus de conduite. **But :** Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du Ministère. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002026 **Numéro de fichier :** RCI PPE 803

APC : 86-001 Enregistrement (SCT) : 000004 Numéro
 pendant cinq ans après la fermeture du dossier. **No.**

de fichier : RCD PPE 803

Exclusions des préposés à la gestion et à des

Fonctions confidentielles

Description : Ce fichier contient des renseignements sur la date d'entrée en vigueur de l'exclusion, l'identification de l'unité de négociation, le numéro et le titre du poste, le niveau et le groupe de l'employé, l'endroit où se trouve l'organisation et les raisons qui justifient l'exclusion. Les décisions relatives aux employés qui sont exclus se retrouvent dans le dossier individuel sur le personnel. **Catégorie de personnes :** Employés de Douanes et Accise. **But :** Ce fichier a pour but de maintenir une liste complète de tous les employés du Ministère qui sont exclus parce qu'ils sont préposés à la gestion et à des fonctions confidentielles. C'est le seul fichier officiel en matière d'exclusions. **Normes de conservation et de destruction :** Avis d'acceptation ou d'objection – trois ans; Dossiers d'exclusion – cinq ans.

No. APC : 86-001 Enregistrement (SCT) : 000003

Numéro de fichier : RCD PPE 802

Fiches de prêt personnel

Description : Ce fichier renferme les fiches tenant compte de la distribution d'articles tels que des porte-documents, serviettes, calculatrices, etc., aux employés du Ministère. Les fiches, révisées en 1986, ne contiennent plus le numéro d'assurance sociale. Les anciennes fiches qui contiennent encore le numéro d'assurance sociale seront purgées du système à mesure que les articles sont retournés et les fiches complétées. **Catégorie de personnes :** Les renseignements se rapportent aux employés du ministère du Revenu national (Impôt) **But :** Ce fichier a pour fonction de maintenir un contrôle sur la localisation de certains types d'équipement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après la remise de l'article. **No. APC : 78-001 Enregistrement (SCT) : 001764**

Numéro de fichier : RCI PPE 806

Innovation et Excellence

Description : La banque renferme des renseignements sur le nouveau programme de récompense et de reconnaissance du Ministère, Innovation et Excellence, mis en œuvre le 1^{er} avril 1992. Ce programme a été lancé dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Les renseignements ci-après peuvent figurer dans la banque : nom de l'employé récompensé; brève description de ses réalisations ou de sa suggestion; groupe, niveau et lieu de travail de l'employé; valeur de la prime. **Catégorie de personnes :** Employés du Ministère qui ont participé au Programme de prime à l'initiative ou qui ont été mis en nomination pour une récompense spéciale, une prime pour long service ou une prime du Ministère. **But :** Aider à l'administration du programme Innovation et Excellence. **Usages compatibles :** Les renseignements que renferme la banque sont utilisés pour vérifier l'originalité des suggestions faites dans le cadre du programme et pour

Dossiers relatifs aux étudiants du Programme de

Formation des nouveaux inspecteurs des Douanes P.F.N.I.D.)

Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous ses examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnées aux fins de consultation du dossier. **Catégorie de personnes :** Employé(e)s de Douanes et Accise qui participent ou ont participé(s) au Programme de formation des nouveaux inspecteurs des Douanes. **But :** Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures. **Normes de conservation et de destruction :** Deux ans suivant la fin de la période de formation. **No. APC : 86-001 Enregistrement (SCT) : 000002**

Numéro de fichier : RCD PPE 801

Enquêtes internes

Description : Le fichier contient des rapports d'enquête, la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégations relatives aux employés. **Catégorie de personnes :** Employés actuels ou anciens de Douanes et Accise et les membres du public qui y sont associés. **But :** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant la malversation alléguée ou soupçonnée d'un employé et d'autres personnes du public qui y sont associées, en ce qui a trait à toute violation de la législation de Douanes et Accise, ou d'autres lois, qui pourrait être nuisible aux intérêts du Ministère. Les renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou poursuites à entreprendre, ainsi que pour appliquer la loi sur l'administration financière, le Règlement sur le compte de garantie des fonctionnaires et le Règlement sur les conditions d'emploi dans la Fonction publique. **Usages compatibles :** Les renseignements que contient le fichier peuvent être divulgués à la Gendarmerie royale du Canada, aux organismes d'enquête et l'exécution de la loi prévus par d'autres lois applicables au Ministère de la Justice. **Normes de conservation et de destruction :** Les dossiers sont conservés

saisie-arrêt et d'autres documents connexes. **Catégorie de personnes :** Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. **But :** Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. **Usages compatibles :** Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débütées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. Au sein du Ministère des Ressources naturelles, un dossier complet est maintenu par la Division des relations de travail à l'administration centrale, tandis qu'une copie de toute la documentation nécessaire est retenue par le bureau de traitement et avantages, si la saisie concerne un employé, ou le Bureau des services financiers, si un entrepreneur est concerné. **Normes de conservation et de destruction :** Les dossiers sont détruits six années après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. **Renvoi au dossier # :** EMR HRS 655 **Enregistrement (SCT) :** 002313 **Numéro de fichier :** EMR PPE 803

Système de prévision des traitements

Description : Cette banque contient les données relatives au traitement et à l'utilisation des années-personnes par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le numéro d'assurance sociale (NAS) est utilisé pour obtenir, à partir du système de rémunération d'ASC, le total réel des dépenses occasionnées par le traitement d'un employé. Le NAS n'est cependant pas affiché. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Ces données touchent les employés du Ministère. **But :** Cette banque de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il

Fichiers particuliers

Dossiers des rapports de vérification de la classification des employés de l'impôt

Description : Ce fichier contient des renseignements concernant toutes les vérifications de classifications complétées. Parmi les données contenues dans ce

Revenu Canada – Accise, Douanes et Impôt
Chapitre 90

- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Evaluation du rendement
- Formation et perfectionnement
- Griefs
- Harçèlement
- Langues officielles
- Les accidents d'automobile, de bateau, d'embarcation et d'avion
- Mesures disciplinaires
- Primes d'encouragement
- Programme d'équité en matière d'emploi
- Sécurité et santé au travail
- Stationnement
- Vérification de la fiabilité
- Voyages et réinstallations

Fichiers ordinaires

s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère. Les données de cette banque ne sont pas utilisées à des fins administratives dans le contexte de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur. **Normes de conservation et de destruction :** Les registres sont conservés pendant six ans. **Renvoi au dossier # :** EMR FAS 720 **Enregistrement (SCT) :** 003119 **Numéro de fichier :** EMR PPE 805

fichier se trouvent un bilan des entrevues avec les employés dont le poste a fait l'objet d'une vérification, les résultats de la vérification, les mesures correctives recommandées et un résumé de la dernière entrevue avec la direction. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Catégorie de personnes :** Employés du ministère du

Fichiers particuliers

Demandes d'examen médical des employés

Description : Cette banque contient les demandes d'examen médical, la correspondance reliée aux problèmes médicaux de l'employé, les évaluations médicales relativement à la capacité de l'employé de travailler ou aux restrictions devant s'appliquer.

Catégorie de personnes : Ces données touchent les employés et anciens employés de la Fonction publique de qui une évaluation médicale a été exigée. **But :** Cette banque de données sert à rassembler et conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler. **Usages compatibles :** Ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions; évaluer l'à-propos d'accorder certains congés ou bénéfices; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé. **Normes de conservation et de destruction :** Les registres sont détruits deux ans après la dernière utilisation administrative. **Renvoi au dossier # :** EMR FAS 720 **Enregistrement (SCT) :** 003308 **Numéro de fichier :** EMR PPE 810

Logements de la Couronne

Description : Ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale, le nombre d'enfants et la classification de l'emploi. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. **Catégorie de personnes :** Employés du Ministère. **But :** Les données dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers. **Usages compatibles :** Relié au ministère des Travaux publics, fichier n° TPC PPU 020. **Normes de conservation et de destruction :** Les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux. **No. APC :** 36-001 **Renvoi au dossier # :** EMR FAS 730 **Enregistrement (SCT) :** 000408 **Numéro de fichier :** EMR PPE 802

Programme d'affectations
Description : Cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. **Catégorie de personnes :** Ces données touchent les employés et anciens employés de la Fonction publique qui se sont inscrits au Programme. **But :** Cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme. **Usages compatibles :** Ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes d'affectations des employés. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la fin de l'affectation. **Renvoi au dossier # :** EMR FAS 720 **Enregistrement (SCT) :** 003309 **Numéro de fichier :** EMR PPE 811

Réaménagement des effectifs
Description : Cette banque contient de l'information personnelle sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. **Catégorie de personnes :** Ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. **But :** Cette banque de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. **Usages compatibles :** Ces registres servent à faciliter le placement des employés. **Normes de conservation et de destruction :** Les registres sont détruits deux ans après le placement de l'employé. **Renvoi au dossier # :** EMR FAS 720 **Enregistrement (SCT) :** 003310 **Numéro de fichier :** EMR PPE 812

Saisie de traitement et d'autres formes de rémunération
Description : Ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de

Les accidents d'automobile, de bateau, d'embarcation et d'avion
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Griets
Langues officielles

social; résultats d'examen et certificats; un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison (la liste des employés qui ont assisté au cours ainsi que leur numéro d'assurance sociale); l'information requise par l'organisme central au fins de rapports, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources utilisées (financière et humaine) en ce qui a trait à la formation; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement, dont le curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; des participants au programme CAP; des participants au programme aux congés d'études; des participants aux programmes d'échange; des participants aux congés de perfectionnement professionnels. **Catégorie de personnes** : Les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. **But** : Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement; préparer des dossiers soumis à l'approbation du comité des ressources humaines. **Usages comptables** : Enregistrer les employés à des cours; tenir un registre des cours suivis; faciliter le suivi concernant le paiement; fournir au Conseil du Trésor toute information reliée aux activités de formation; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. **Normes de conservation et de destruction** : Les formules sont conservées jusqu'à la fin de l'année et par la suite, elles sont envoyées au registre. **No. APC** : 85-001 **Enregistrement (SCT)** : 000630 **Numéro de fichier** : MPO PPE 806

Présences et congés

Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences.

Catégorie de personnes : Les renseignements touchent les employés du Ministère. **But** : Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages comptables** : Vérification des absences en rapport aux congés disponibles; des salaires versés par rapport aux relevés de présence; enregistrer les congés sur les formules de rapport annuel des congés; évaluation de

Présences et congés

Description : Ce fichier contient tous les

Catégorie de personnes : Les renseignements

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Responsables de port

de destruction de ces documents restent à déterminer.

matière de priorités

Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du Ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du Ministère déclarés excédentaires. Quand un poste doit être comblé au Ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et

Régime national de liaison et d'autorisation en

APC : 85-001 Enregistrement (SCI) : 000628 Numéro de fichier : MPO PPE 805

Normes de conservation et de destruction : Le fichier est détruit un an après la fin de l'année financière. **No.**

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Les accidents d'automobile, de bateau,

d'embarcation et d'avion

Pêches et Océans

Chapitre 88

Fichiers particuliers

Dossiers de dotation (II)

Description : Ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante : formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de consentement à un rapport d'évaluation, liste d'admissibilité. **Catégorie de personnes :** Candidats à un concours ou personnes considérées pour les postes à remplir. **Usages compatibles :** Les renseignements sont utilisées pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans dans les ministères. **No. APC :** 85-001

Enregistrement (SCT) : 001742 **Numéro de fichier :** MPO PPE 804

Dotation – Service de gestion (II)

Description : Ce fichier contient des renseignements concernant la dotation des postes de la catégorie de la gestion au Ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'à la catégorie SM et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. **Catégorie de personnes :** Les employés aux niveaux SM(-2), SM(-1) ainsi que les employés du service de gestion; candidats à un concours ou personnes considérées pour un poste. **But :** Ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté dans la Fonction publique. **Usages compatibles :** Renseignements

utilisés pendant le processus de concours et nominations à partir de la liste d'admissibilité une fois qu'elle est établie. **Normes de conservation et de destruction :** On conserve les dossiers pour une période de trois ans. **No. APC :** 85-001 **Enregistrement (SCT) :** 000627 **Numéro de fichier :** MPO PPE 803

Évaluation et examen du rendement de l'employé

Description : Ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail. **Catégorie de personnes :** Tous les employés de la catégorie de la gestion EX et SM ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE). **But :** Étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles. **Usages compatibles :** Déterminer le salaire annuel; déterminer les besoins en matière de formation et de perfectionnement. **Normes de conservation et de destruction :** Les dossiers sont détruits lorsque les employés terminent leur emploi avec le ministère. **No. APC :** 85-001 **Enregistrement (SCT) :** 000635 **Numéro de fichier :** MPO PPE 807

Formation et perfectionnement

Description : Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance

accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). **Catégorie de personnes** : Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; les fournisseurs de biens et de services et les personnes sous contrat au Ministère. **But** : Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. **Usages compatibles** : Les dossiers servent à justifier le paiement des factures des fournisseurs, des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétaire du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis à Approuvations et Services Canada à des fins de l'émission des chèques. **Normes de conservation et de destruction** : Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. **No. APC** : 86-001 **Renvoi au dossier #** : SEC AOR 095 **Enregistrement (SCT)** : 002162 **Numéro de fichier** : SEC PPE 804

Dossiers sur les enquêtes des services de sécurité
Description : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables d'infractions à la sécurité, et sur lesquels les Services de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrites, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. **Catégorie de personnes** : Employés du Ministère et entrepreneurs traitant avec le Ministère. **But** : Ce fichier a pour objet la tenue de renseignements sur les infractions à la sécurité visant à évaluer les tendances en matière d'activités criminelles, la sensibilisation face à la sécurité et l'application des mesures à cet égard ainsi qu'à déterminer la nécessité et la nature des mesures disciplinaires le cas échéant. **Usages compatibles** : Les autorités du Ministère utilisent ces renseignements pour appuyer les décisions en matière de mesures disciplinaires, d'évaluation de sécurité et de fiabilité, d'action criminelle, d'enquête, de lutte contre le crime

ainsi qu'à des fins de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le départ de l'employé, et pendant cinq ans pour les personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. **Renvoi au dossier #** : SEC AOR 095 **Enregistrement (SCT)** : 002165 **Numéro de fichier** : SEC PPE 801

Gestion de carrière
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae ainsi que toute documentation reliée à leur formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisées. **Catégorie de personnes** : Employés du Ministère. **But** : Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. **Usages compatibles** : Les renseignements recueillis sont utilisés afin d'apporter de l'objectivité dans la sélection des employés participants au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. **No. APC** : 86-001 **Enregistrement (SCT)** : 002074 **Numéro de fichier** : COM PPE 801

Programme de médiateur
Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. **But** : Ce fichier sert à donner au médiateur des renseignements pour investiger des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. **Catégorie de personnes** : Employés du Ministère. **Normes de conservation et de destruction** : La conservation et la destruction de ce fichier sont à définir. **Enregistrement (SCT)** : 003003 **Numéro de fichier** : COM PPE 805

Fichiers ordinaires
 Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer

Office national des transports du Canada

Chapitre 85

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office national du film

Chapitre 86

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Ministère du Patrimoine canadien

Chapitre 87

Fichiers particuliers

Comptes fournisseurs/Comptes des employés

Description : Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à

l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir

Office de commercialisation du poisson d'eau douce

Chapitre 81

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office des eaux du Territoire du Yukon

Chapitre 83

NOTE : Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le

ministère des Affaires Indiennes et du Nord Canada.

Office national de l'énergie

Chapitre 84

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

Mandat

Code régissant les conflits d'intérêts et l'après-

Office Canada-Terre-Neuve des hydrocarbures

Extracôtiers

Chapitre 79

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier relève de la Section des

ressources humaines. Il contient les dossiers sommaires

emploi du personnel au sein de l'Office, notamment

les attestations de nomination, les évaluations de

travail, les relevés de présence, d'absence et

heures supplémentaires, les lettres de

commandation, les curriculum vitae, des

enseignements sur les cours de formation et de

perfectionnement suivis, sur les demandes de

remboursement des services médicaux et dentaires

assurés, et sur la retraite, ainsi que tout autre document

relatif au personnel ou à l'organisation. Le fichier contient

les dossiers de tous les employés de l'Office. Ceux des

Canadiens employés sont versés dans un fichier inactif lors

Les accidents d'automobile
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Mode régissant les conflits d'intérêts et
après-mandat
Dossier personnel d'un employé
Notation
évaluation du rendement
Formation et perfectionnement
Intérêts
Harcelement
Langues officielles

Office canadien du poisson salé

Chapitre 80

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

de aux employés

autorisations sécuritaires

cartes d'identification et laissez-passer

Mode régissant les conflits d'intérêts et

après-mandat

Dossier personnel d'un employé

Notation

évaluation du rendement

Formation et perfectionnement

Griets
Harcelement
Langues officielles
Les accidents d'automobile, de bateau,
d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée des beaux-arts du Canada

Chapitre 77

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement

- Mesures disciplinaires
- Présences et congés
- Primes d'encouragement
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Musée national des sciences et de la technologie

Chapitre 78

Fichiers particuliers

Vérification de la fiabilité

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les casiers judiciaires et, les cas échéant, la solvabilité des personnes ainsi que d'autres renseignements.

Catégorie de personnes : Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Postier personnel d'un employé
Formation et perfectionnement
Harcelement
es accidents d'automobile, de bateau, embarcation et d'avion

Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée canadien de la nature

Chapitre 75

Fichiers particuliers

accidents de véhicules

Description : Ce fichier contient des rapports sur des accidents; des réclamations pour les dommages subis; es décisions du tribunal; des règlements de

ansactions et la correspondance concernant les

accidents survenus à des véhicules loués ou appartenant à l'Etat, ainsi qu'à des véhicules privés

Catégorie de personnes : Ce fichier se rattache aux personnes à emploi du Musée canadien de la nature. **But :**

déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. **Normes de**

conservation et de destruction : Les dossiers sont conservés pour une période de deux ans après la

clamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. **No.**

PC : 86-001 **Enregistrement (SCT) :** 000380 **Numéro de fichier :** MCN PPE 801

Fichiers ordinaires

ous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

ne description de leur contenu.

autorisations sécuritaires

Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée canadien des civilisations

Chapitre 76

Fichiers particuliers

es accidents d'automobile

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; es décisions du tribunal; des règlements de

ansactions et la correspondance concernant les accidents survenus à des véhicules loués ou

appartenant à l'Etat ainsi qu'à des véhicules privés utilisés à des fins professionnelles. **Catégorie de**

personnes : Ce fichier se rattache aux personnes à emploi des Musées nationaux du Canada. **But :**

déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. **Normes de**

conservation et de destruction : Les dossiers sont

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Enregistrement (SCT) : 000380 **Numéro de fichier :** MCI PPE 801

des programmes relatifs aux langues officielles. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT)** : 002267 Numéro de fichier : MRO PPE 806

Mesures disciplinaires

disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyses qui résulte de ces enquêtes. Les avis de mesures disciplinaires

Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles** : Le fichier sert

également à étayer les décisions relatives à la rémunération et aux avantages, aux présences et aux congés, aux mutations, aux rétrogradations et à la fin de l'emploi.

En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de

convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la

documentation connexe à la mesure en cause.

MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les

absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences).

Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC. **Usages compatibles** : Le fichier sert également à

consigner les congés autorisés et les jours de présence; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de**

conservation et de destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier.

MRO PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Programme d'équité en matière d'emploi

Le fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas

utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé. Les renseignements dans ce fichier se rapportent aux employés de la MRC. Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est

possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas,

minorités raciales). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères.

organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux

renseignements sur les employés (par exemple, le système d'information pour la gestion du personnel) et

Les renseignements personnels ont été recueillis

des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui

permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à

des fins de planification en relation avec l'équité en matière d'emploi. Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Numéro de fichier : MBO PPE 803**

été établis. **Numéro de fichier :** MRO PPE 803

chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement. **Usages compatibles** : Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction** : Les dossiers doivent être conservés pendant une période de trois ans pour tous les employés. **Enregistrement (SCT)** : 002270

Numéro de fichier : MRO PPE 809

Griets

Description : Ce fichier contient les griets présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griets sur la classification et toute la correspondance échangée au sujet des griets. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griets. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griets à tous les paliers de la procédure. **Normes de conservation et de destruction** : Les dossiers sont détruits après une période de trois ans suivant la date de règlement du griet. **Enregistrement (SCT)** : 002268

Numéro de fichier : MRO PPE 807

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier a pour but de fournir la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'Etat. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles** : Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration

valeurs immobilières qu'ils possèdent. De plus, le fichier d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public; ces renseignements se rapportent aux employés de la Monnaie. Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. Le fichier sert aussi à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **Numéro de fichier** : MRO PPE 802

Dotation

Description : Ce fichier contient des demandes de dotation; des descriptions de postes; des échelles de salaire; des profils de sélection; des affiches de concours; des demandes de mutation; des listes de mises à pied; des imprimés d'ordonnateur relatifs au répertoire des ressources humaines; des demandes d'emploi; des listes de candidats; des documents portant sur des griets en matière de dotation; des évaluations du jury de sélection; y compris les notes d'évaluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats; des listes d'admissibilité; des offres d'emploi; des avis destinés aux candidats; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes** : Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. **But** : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. **Usages compatibles** : Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griets portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. **Enregistrement (SCT)** : 002265

Numéro de fichier : MRO PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes** : Employés de la MRC. **But** : Ce fichier contient des renseignements concernant le niveau de rendement de

Ministère des Finances Canada

Chapitre 73

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement

- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Vérification de la fiabilité
- Voyages et réinstallations

Monnaie royale canadienne

Chapitre 74

Fichiers particuliers

Compte rendu du temps de la main-d'œuvre - fichier principal informatisé des employés

Ce fichier a pour but de mettre à jour les coûts de la main-d'œuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu. Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie. Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coûts productifs ainsi que les mouvements concernant les

Conflits d'intérêt

MRO PPE 801

Numéro de fichier :

depenses brutes de la main-d'œuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye de la Banque royale et à maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé. Les renseignements sont conservés pendant deux ans. La date de cessation de l'utilisation de ce fichier est indéterminée.

Numéro de fichier :

Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les

Ministère de la Justice Canada

Chapitre 72

Fichiers particuliers

Gestion de carrière

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination. Il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes :** Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. **But :** Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. **Usages compatibles :** Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. **Normes de conservation et de**

de fichier : CEC PPE 805

la machine. **Enregistrement (SCT) :** 002710 **Numéro**

après la dernière action administrative. **Format :** Lisible à est retirée lorsque celui-ci quitte le Ministère ou deux ans à jour à tous les trois mois. L'information sur un employé **conservation et de destruction :** Ce répertoire est mis

pouvoirs en matière de dotation. **Normes de**

gestionnaires qu'ils desservent ont la subdélégation des Coordonnateurs d'activité pour vérifier si oui ou non les est utilisé par les agents de dotation et par les sein du Ministère. **Usages compatibles :** Le répertoire des postes sujets à la subdélégation des pouvoirs au dotation au Sous-ministre est de maintenir un répertoire conditions de la délégation des pouvoirs en matière de des niveaux immédiatement inférieurs. **But :** Une des majorité, des employés de la Catégorie de la gestion et du protocole d'entente. **Catégorie de personnes :** En laquelle le programme de formation a été suivi et la date du poste, son numéro d'assurance sociale, la date à approuvé l'identification du poste, le titre du poste, le nom du Bureau, de la Direction/lieu et de la Sous-direction/Sous-activité, le nom et les initiales du titulaire des pouvoirs en matière de dotation tels : le numéro de renseignements sur les postes sujets à la subdélégation **Description :** Répertoire informatisé contenant des pouvoirs en matière de dotation

Répertoire des postes sujets à la subdélégation des

(SCT) : 002012 **Numéro de fichier :** IST PPE 801

Renvoi au dossier # : EIR ACC 285 **Enregistrement**

Archives nationales du Canada. **No. APC :** 86-001 pendant deux ans et sont ensuite transférés aux renseignements contenus dans ce fichier sont conservés **de conservation et de destruction :** Les

organisme d'enquête conformément à la Loi. **Normes**

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Griefs
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires
Cartes d'identification et laissez-passer

dans le S.I.R.H. du ministère en utilisant les codes d'emploi. Les dossiers seront retenus pendant deux ans puis détruits. **No. APC : 86-001 Renvoi au dossier** # : IST IST 100 **Enregistrement (SCT) : 002878**

Numéro de fichier : IST PPE 805

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords

d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employs en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes :**

Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. **But :** Les

renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir

une affectation. **Usages compatibles :** Les renseignements sont utilisés pour déterminer, aux fins de

présentation, les employés qui sont intéressés à obtenir un affectation. **Normes de conservation et de**

destruction : Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **No. APC : 86-001 Renvoi au dossier # : IST IST 921**

Enregistrement (SCT) : 002905 Numéro de fichier : IST PPE 803

Programme d'affectations ministérielles

Description : Ce fichier contient les demandes des employés du Ministère intéressés à une affectation

temporaire. Les dossiers contiennent les formulaires de demande et d'affectation dûment remplis, le curriculum

vitaie ainsi que l'évaluation de rendement la plus récente des employés. **Catégorie de personnes :** Employés qui

cherchent une affectation temporaire. **But :** Ce fichier sert à jumeler les employés aux affectations disponibles.

Usages compatibles : Le Ministère partage des renseignements relatifs au détachement et à l'affectation

avec l'Énergie, Mines et Ressources, la Commission de la Fonction Publique, le Conseil du Trésor, Emploi et

Immigration, Approvisionnement et Services et Statistique Canada. **Normes de conservation et de**

destruction : Les dossiers des candidats sont conservés pendant deux ans et sont ensuite détruits.

Les dossiers des employés qui ont obtenu une affectation sont conservés pour un an après la date

finale de l'affectation. L'employé sera informé du versement à son dossier personnel de tout

renseignement relié à son affectation. Tout renseignement en double exemplaire sera détruit. **No. APC : 86-001 Enregistrement (SCT) : 002560 Numéro**

de fichier : CEC PPE 803

Programme de médiateur

Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des

situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. **But :**

Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de

solutions où possible. Ce processus se fera à l'extérieur

Réaménagement des effectifs

Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires ou mis à pied. Ces renseignements comprennent généralement une lettre à

l'employé, le curriculum vitae de l'employé, des copies des évaluations et le formulaire d'avis de priorité de

dotation, ainsi que les résultats des tests linguistiques, s'il y a lieu. **Catégorie de personnes :** Certains

employés et cadres d'investissement Canada. **But :** Ce fichier est utilisé par les cadres supérieurs à des fins de

planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel

emploi ou une autre affectation. **Usages compatibles :** Les renseignements contenus dans ce fichier sont

transmis à la Commission de la Fonction publique à des fins d'information et de placement. **Normes de**

conservation et de destruction : Ces dossiers sont conservés pendant trois ans, puis ils sont détruits. **Enregistrement (SCT) : 002554 Numéro de fichier : INV PPE 801**

Remboursement d'emploi

Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs

adresses de domicile. **Catégorie de personnes :** Employés du ministère. **But :** Fournir les noms et

adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient

postés directement aux résidences par Approvisionnement et services Canada. **Usages**

compatibles : Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun

couplage des données. **Normes de conservation et de destruction :** Les dossiers seront retenus pendant six

ans puis détruits. **No. APC : 86-001 Renvoi au dossier # : IST IST 914 Enregistrement (SCT) : 003218**

Numéro de fichier : IST PPE 806

Renseignements personnels divulgués à des

organismes d'enquête fédéraux

Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce

fichier a été établi dans le but de conserver les copies des demandes de renseignements personnels

présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les

demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements

personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou

dans le cadre d'une enquête légale. **Catégorie de personnes :** Employés fédéraux ayant été le sujet d'une

demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. **But :** Ce fichier a

pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un

Développement – cadres supérieurs

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qu'il est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes :** Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux SM-1 et SM-2. **But :** Le fichier vise à faciliter la planification des ressources humaines et des carrières. **Usages compatibles :** Les renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. **Normes de conservation et de destruction :** Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. **Format :** Papier.

CEC PPE 806

Enregistrement (SCT) : 002711 Numéro de fichier :

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** L'information a trait aux employés de l'institution. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du ministère. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération, au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. L'évaluation du rendement est versée au dossier confidentiel de l'employé. **Usages compatibles :** Les informations peuvent servir à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits. **No. APC :** 85-001 **Numéro de fichier :** COM PPE 802

Gestion de carrière

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae ainsi que toute documentation reliée à leur formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou complés à partir de leurs dossiers ou des systèmes de données automatisés. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier a pour but

Profil scolaire des femmes occupant un poste du

niveau d'agent ou d'un niveau supérieur

Description : Les renseignements suivants seront réunis dans chaque cas : le niveau de scolarité et le champ de spécialisation; la durée de service à l'industrie, Sciences et Technologie Canada; la catégorie d'âge; les vues générales sur le parti pris contre les femmes en matière de placement. **Catégorie de personnes :** Les renseignements seront obtenus des employées d'ISTC qui sont dans un poste de direction, un poste d'agent de commerce ou un autre poste d'agent. **But :** Cette banque d'information a pour but de préciser et d'analyser les niveaux de scolarité des employés du Ministère pour déterminer la mesure dans laquelle elles pourraient actuellement répondre aux besoins prévus d'un milieu de travail en évolution, et de lancer le Système d'information sur les ressources humaines (SIRH) pour réunir et tenir à jour ce genre de données (de base). **Normes de conservation et de destruction :** Les questions numérotées de un à cinq relatives à la scolarité et l'expérience de travail seront conservées

Enregistrement (SCT) : 002561 **Numéro de fichier :** CEC PPE 802

Profil scolaire des femmes occupant un poste du niveau d'agent ou d'un niveau supérieur

Description : Les renseignements suivants seront réunis dans chaque cas : le niveau de scolarité et le champ de spécialisation; la durée de service à l'industrie, Sciences et Technologie Canada; la catégorie d'âge; les vues générales sur le parti pris contre les femmes en matière de placement. **Catégorie de personnes :** Les renseignements seront obtenus des employées d'ISTC qui sont dans un poste de direction, un poste d'agent de commerce ou un autre poste d'agent. **But :** Cette banque d'information a pour but de préciser et d'analyser les niveaux de scolarité des employés du Ministère pour déterminer la mesure dans laquelle elles pourraient actuellement répondre aux besoins prévus d'un milieu de travail en évolution, et de lancer le Système d'information sur les ressources humaines (SIRH) pour réunir et tenir à jour ce genre de données (de base). **Normes de conservation et de destruction :** Les questions numérotées de un à cinq relatives à la scolarité et l'expérience de travail seront conservées

002074 **Numéro de fichier :** COM PPE 801

Enregistrement (SCT) :

d'émagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines employées au travail. **Usages compatibles :** Les renseignements recueillis sont utilisés afin d'apporter de l'objectivité dans la sélection des employés participants au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. **No. APC :** 86-001 **Enregistrement (SCT) :** 002074 **Numéro de fichier :** COM PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Industrie Canada

Chapitre 71

Fichiers centraux

Dossiers en matière de conflits d'intérêts

Description : Ce fichier contient des renseignements

relatifs aux activités privées, aux biens et aux exiguïtés

des personnes visées par le Code régissant la conduite

des titulaires de charges publiques en ce qui concerne

les conflits d'intérêts et l'après-mandat. **Catégorie de**

personnes : Les lieutenants-gouverneurs, les ministres,

leur personnel exclu, les secrétaires parlementaires, les

personnes nommées par le gouverneur en conseil et

toutes les personnes nommées à une charge à plein

temps par un ministre qui sont ou ont été assujettis au

Code. **But** : Le fichier a pour objet de réunir de

l'information relative à la mise en application du Code

régissant la conduite des titulaires de charges publiques

en ce qui concerne les conflits d'intérêts et l'après-

mandat. Usages compatibles : Les données peuvent

servir à établir des précédents dans la mise en

application des directives en matière de conflits

d'intérêts et de l'après-mandat et à extraire une partie

des renseignements qui seront versés et maintenus dans

un registre public tel qu'énoncé dans le Code. **Normes**

de conservation et de destruction : Les données sont

après que la personne a cessé d'être titulaire d'une

charge publique, selon le plan 5 des Plans généraux

d'élimination des documents du gouvernement du

Canada. **No. APC** : 86-001 **Renvoi au dossier** # :

CEC SRG 165 Enregistrement (SCT) : 000130

Numéro de fichier : CEC PCE 701

Fichiers particuliers

Aide aux employés

Description : Ce fichier contient des renseignements médicaux personnels qui sont conservés à titre de

Griets

Harçèlement

Langues officielles

Les accidents d'automobile, de bateau,

d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Policiers occasionnels/employés civils temporaires
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme policiers occasionnels. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les informations relatives aux tirages sécuritaires, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénom, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi de policier occasionnel ou d'employé civil temporaire au sein de la GRC. **But :** Ce fichier a pour but de conserver des renseignements qui ont été compilés dans le cadre du processus d'engagement des policiers occasionnels et des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages comptables :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation de la GRC); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 70 ans. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001022 **Numéro de fichier :** GRC PPE 810

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements

personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles

conformément au paragraphe 16(1) de la Loi canadienne

sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race; leur origine ethnique; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres seront demandés de donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. **Catégorie de personnes :** Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. **But :** Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes cibles par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi. **Usages comptables :** Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); (Dossiers sur la conduite des membres GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système PARADE (recherche et perfectionnement dans la gestion du personnel). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance. **No. APC :** 86-001 **Enregistrement (SCT) :** 002103 **Numéro de fichier :** GRC PPE 818

de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces

renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. **Usages compatibles :** Le

directeur des Services de santé ou les médecins-chefs se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des

médecins en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon

l'opinion du directeur des services de santé ou d'un médecin-chef, des circonstances exceptionnelles justifient afin d'assurer la sécurité du public ou de contrôler, l'information peut aussi être révélée à un médecin ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le

couplage des données avec les systèmes PARADE, FARs et SSS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 922 **Enregistrement (SCT) :** 001020

Numéro de fichier : GRC PPE 808

Dossiers sur la solde des membres de la GRC

Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du

membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de

renseignements sur la Caisse Fiduciaire de Bienfaisance envoyés au ministre des Approvisionnements et Services, qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu-Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. **But :** Ce fichier a pour but de

consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintenue de concert avec le ministre l'Approvisionnement et Services Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du

Canada. **Usages compatibles :** Ces renseignements sont utilisés aux fins de la vérification, de la recherche, statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griets des membres de la GRC); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); Zynindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclame. Toutes les liaisons concernant l'administration des

ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 78-001 **Renvoi au dossier # :** GRC GRC 925 **Enregistrement (SCT) :** 001018 **Numéro de fichier :** GRC PPE 806

Dossiers médicaux des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les dossiers médicaux contiennent de la correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquel ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles peuvent trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants. **Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents. **But** : Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils sont aptes à exécuter leurs fonctions et pour fournir des recommandations touchant les affectations, l'avancement ou le service continue dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension

pendamment obligatoire pour des raisons autres que l'absence et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 « Dossiers des membres de la GRC » ou le fichier GRC PPE 802 « Dossiers de service des membres de la GRC ». Pour voir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquel ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. **But** : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les versements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires officielles ou officieuses, les amendes, les lacunes, les pénalités, le service continu, les appels, les poursuites criminelles, les enquêtes, l'admissibilité au traitement médical et les pensions. **Usages**

Compatibles : Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des spirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 806 (Dossiers sur l'absence des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) (emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération ont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres. Les **formes de conservation et de destruction** : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 70 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 69-164 **Renvoi au dossier** # :

membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC;

GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des

membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux

dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier #** : GRC GRC 926

Enregistrement (SCT) : 001016 Numéro de fichier :

GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements

qui donnent un aperçu de l'état de service du membre.

Il contient les documents suivants : résultats du

programme de formation de base des recrues (système

informatique LAN), évaluations faites suite à la formation,

recommandations en vue d'une promotion ou d'une

mutation, rapports d'entrevues, appréciations de

rendement, document personnel PARADE (forme 816),

ou renseignements portant sur le personnel recrutés

dans le cadre du programme des aspirants officiers,

conseils et orientation fournis, créances à recouvrer, les

mutations pour raisons personnelles, les citations, les

médailles, les avis d'erreur et les documents pertinents.

Ce fichier contient également de la documentation dans

le cas où un membre de la GRC est licencié ou

rétrogradé pour motif de rendement insatisfaisant. Les

évaluations faites à la suite de la formation peuvent aussi

être conservées dans le fichier GRC PPU 080. Pour

avoir le droit de consulter les dossiers qui les

concernent, les intéressés doivent se conformer aux

exigences qui figurent sur le formulaire de demande

d'accès à des renseignements personnels et doivent

également y indiquer leurs nom, prénoms et numéro

matricule. Les membres actifs doivent indiquer l'endroit

où les renseignements auxquels ils désirent avoir accès

peuvent être conservés. Les personnes qui veulent

obtenir des renseignements particuliers doivent indiquer

les documents qu'elles désirent consulter afin de faciliter

l'acheminement de leur demande. Des dossiers

supplémentaires sont également retenus à la Direction

générale et aux divisions sur les individus qui ont réussi

avec succès le cours d'agent d'infiltration et obtenu de

la Direction générale un numéro de code. Si vous

désirez avoir accès à ces dossiers, veuillez indiquer si

vous avez reçu une formation comme agent d'infiltration

ou un numéro de code. De plus, indiquez dans quelle

division ou dans quel service les dossiers sont retenus.

Catégorie de personnes : Personnes qui ont été ou qui

sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But** : Ce

fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à l'avancement, aux

compatibles : Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la

planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de

promotion/mutation pour les membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et

annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des

membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme

d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et

des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des

renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés au

moins jusqu'à ce que le sujet ait atteint 100 ans.

Lorsque le dossier est désigné comme ayant une valeur

archivistique ou historique, il est transféré sous le

contrôle des Archives nationales du Canada; lorsque le

dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier #** : GRC GRC 918

Enregistrement (SCT) : 001013 Numéro de fichier :

GRC PPE 801

membres de la GRC

Description : Ce fichier renferme des renseignements

personnels sur les membres réguliers, les membres

spéciaux et les membres civils qui ont été ou qui sont

présentement à l'emploi de la Gendarmerie royale du

Canada et qui ont fait l'objet de mesures disciplinaires

ou qui ont fait preuve de mauvaise conduite. Les

dossiers disciplinaires actifs et annulés peuvent contenir

les rapports d'enquête relative au Code de déontologie

en vertu de la Partie IV de la Loi sur la GRC qui justifient

les mesures disciplinaires prises à l'égard du membre;

tribunaux de services simples, mesures disciplinaires et

des comités d'arbitrage graves, les appels, les comités

et toute la documentation pertinente; les suspensions,

les décisions annulées, les dossiers relatifs aux

infractions statutaires commises par des membres y

compris les enquêtes, les décisions des tribunaux et les

appels, la documentation concernant la mauvaise

conduite présumée, la documentation relative au

licencement obligatoire résultant de mauvaise conduite

et aux décisions. La documentation relative au

demande. **Catégorie de personnes :** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et la continuation du service. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** 69-164 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001023 **Numéro de fichier :** GRC PPE 811

Dossiers des griefs des membres de la GRC

Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Membres réguliers ou civils de la GRC. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la haute direction de la GRC afin de résoudre les griefs qui ont été formulés en vertu de la partie III de la Loi sur la GRC. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les

Dossiers des employés municipaux à l'emploi de la GRC

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent au qu'il travaille pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les formations se rapportant au triage sécuritaire, le rattachement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer également leur nom, prénoms, date de naissance, genre de travail et endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur

Normes de conservation et de destruction : Les renseignements contenus dans le fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** 69-164 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001014 **Numéro de fichier :** GRC PPE 802

capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPE 801 (Dossiers de service des récompenses); GRC PPE 803 (Audiences des membres de la GRC); GRC PPE 804 (Dossiers de la GRC); GRC PPE 805 (Dossiers de promotion/mutation pour les membres des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : La GRC conserve les documents pendant la durée de l'emploi, plus deux ans, après quoi les documents sont détruits. **No. APC : 86-001 Enregistrement (SCT) : 002102 Numéro de fichier** : GRC PPE 815

Dossiers administratifs généraux de la GRC

Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquel ils désirent avoir accès peuvent être conservés. **Catégorie de personnes** : Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. **But** : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. **Usages compatibles** : Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des dossiers dans les fichiers suivants : GRC PPE 806 (Dossiers sur le solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC : 78-001 Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT) : 001019 Numéro de fichier** : GRC PPE 807

Dossiers de service des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les avis de mutation et de changement, les certificats personnels, des renseignements sur les assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, le certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois fédérales, pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-chômage et de la Loi de l'impôt sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But** : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. **Usages compatibles** : Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPE 801 (Dossiers de récompenses); GRC PPE 803 (Audiences des membres de la GRC); GRC PPE 804 (Dossiers de la GRC); GRC PPE 805 (Dossiers de promotion/mutation pour les membres des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806

fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001021 **Numéro de fichier :** GRC PPE 809

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat

Description : Ce fichier contient les demandes de participation à des activités extérieures selon l'article 6 des Consignes du Commissaire (activités extérieures). Également inclus sont les rapports d'enquêtes et correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre. **Catégorie de personnes :** Tous les membres de la GRC. **But :** Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. **Usages compatibles :** Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la

nécessaires : division/direction, Fonction, année et si laquelle le conseil d'appréciation des aspirants officiers a été tenu doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elle désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Tous les gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils et les gendarmes spéciaux, qui ont été considérés pour de l'avancement par le Commissaire ou son délégué. **But :** Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision des griefs découlant de ces mesures. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); (Dossiers régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 920 **Enregistrement (SCT) :** 001015 **Numéro de fichier :** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que des renseignements relatifs au triage sécuritaire. Les personnes qui veulent consulter ce

L'Enquêteur correctionnel Canada

Chapitre 68

NOTE : Les renseignements sur les employés du bureau de l'Enquêteur correctionnel Canada sont détenus par le ministère du Solliciteur général Canada.

- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcelement
- Langues officielles
- Les accidents d'automobile, de bateau, d'embarcation et d'avion
- Mesures disciplinaires
- Présences et congés
- Primes d'encouragement
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Environnement Canada

Chapitre 69

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Les accidents d'automobile, de bateau, d'embarcation et d'avion
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Gendarmerie royale du Canada

Chapitre 70

Fichiers particuliers

Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers
Description : Ce fichier renferme des curriculum vitae, des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils d'évaluation, des renseignements sur les postes qui sont

comblés, des tableaux de comparaison concernant la sélection du personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements suivants concernant le poste pour lequel les mesures de dotation ont été prises sont également

personnel

Programme de tests obligatoires de dépistage de
drogues des Forces canadiennes

Description : ce fichier contient les résultats des test en laboratoire produit à partir des échantillons d'urine

recueillis lors du Programme de tests obligatoires (des Forces canadiennes) de dépistage de drogues. Il

contient tous les détails administratifs pertinents à chaque échantillon recueilli ainsi que les décisions

qui en font la demande en fournissant leurs noms au

ainsi que la date et l'endroit où a eu lieu la cueillette

personnes : Membres de la Force régulière et de la Réserve (en affectation à la Force régulière) **But** : Ce

Le fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à

l'instauration d'un programme d'éducation préventive, de traitement, de réhabilitation et d'application. Les

renseignements serviront aussi aux besoins administratifs prescrits dans le OAF-C 19-21. *Usages compatibles :*

Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de

dépistage de drogues. Les renseignements seront utilisés au sein du ministère seulement et seront

partagés avec les conseillers médicaux/sociaux, les gérants de carrières, la police militaire et le Commandant

du membre. Les renseignements serviront au Commandant afin de prendre les mesures

administratives nécessaires touchant la carrière des membres conformément à la OAF 19-21. **Normes de**

conservation et de destruction : Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu

pour un an et toute documentation est conservée pour

Développement des ressources humaines Canada

Chapitre 66

NOTA : Cette édition d'Info Source combine les renseignements sur Développement des ressources humaines Canada avec ceux de Citoyenneté et Immigration Canada. Veuillez consulter le chapitre 30.

Diversification de l'économie de l'ouest Canada Chapitre 67

Chapitre 67

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires
 Cartes d'identification et laissez-passer
 Code régissant les conflits d'intérêts et l'après-mandat
 Dossier personnel d'un employé

deux ans à moins d'une directive contraire du QGDN, et
 ensuite détruite. Les résultats de tests positifs sont
 conservés par l'unité des tests obligatoires de dépistage
 de drogues pour fin de statistique. **No. APC** : 69-014
Renvoi au dossier # : MDN PCA 630 **Enregistrement**
(SCT) : 003172 **Numéro de fichier** : MDN PPE 890

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Aide aux employés
Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Notation
Évaluation du rendement

Formation et perfectionnement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

d'assurer que tout le personnel militaire est traité d'une façon juste et égale. Ceci se trouve de concert avec le but original des données. **Normes de conservation et de destruction** : Les dossiers sont gardés cinq ans après que le nom des membres a été enlevé de la liste d'éligibilité. **Enregistrement (SCT)** : 002856 **Numéro de fichier** : MDN PPE 871

■ Directeur – Éducation des personnes à charge (Gestion)

Indemnités d'instruction des personnes à charge

Description : Cette banque des données comprend trois bases de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend le numéro matricule et le nom du personnel du MDN, nom(s) et date(s) de naissance des personnes à charge, lieu d'affectation, ainsi que l'année scolaire pertinente à laquelle correspond l'indemnité. On peut avoir accès aux dossiers en indiquant le nom et le numéro matricule. On identifie les dossiers au moyen du numéro matricule et du nom du militaire du MDN, ainsi que les nom(s) et date(s) de naissance des personnes à charge. **Catégorie de personnes** : Membres des Forces canadiennes, personnel civil travaillant pour le MDN à l'extérieur du Canada, ainsi que les professeurs prêts par les conseils scolaires municipaux du Canada recevant des indemnités. **But** : Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada.

Normes de conservation et de destruction : On garde les dossiers pendant 10 ans avant de les détruire. **No. APC** : 69-014 **Renvoi au dossier** # : MDN DPE 465 **Enregistrement (SCT)** : 003267 **Numéro de fichier** : MDN PPE 876

■ Directeur – Psychologie du personnel et sociologie

Dossiers de formation des officiers de sélection du personnel

Description : Ce fichier contient des renseignements sur les officiers de sélection du personnel des Forces canadiennes tels que les renseignements biographiques, rapports de fin de cours, rapports de formation sur le tas, diplômes, rapports de fin d'études supérieures, rapports de formation de spécialiste militaire et non militaire ainsi que les rapports concernant l'emploi spécial, lettres d'appréciation et messages d'affectation et d'avancement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leur nom, grade et numéro matricule. **Catégorie de personnes** : Les officiers de sélection du personnel de la Force régulière et de la Réserve. **But** : Ce fichier aide à la sélection des

■ Directeur – Formation professionnelle et linguistique

Dossiers sur les participants aux études de troisième cycle ou programmes de formation approuvés et parrainés par les Forces canadiennes

Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle ou des cours universitaires approuvés et parrainés suivis par les officiers tels que nom(s), initiale(s), grade, groupe professionnel militaire et désignation, numéro matricule, numéro du dossier, codes numériques d'autorisation d'inscription, codes numériques "FMS/W/CN" s'il s'agit des cours militaires donnés aux États-Unis, catégorie de l'établissement d'enseignement, nom et lieu de l'établissement, titre du cours, genre de programme, code de qualification spécialiste (CQS), poste visé au tableau d'effectif et de dotation, début et fin des cours, frais de scolarité, de livres et de fournitures par années de cours suivis, code de planification financière (catégorie de rapport général), numéro de référence pour demander l'autorisation d'inscription, message d'affectation, date de fin du service obligatoire, date d'affectation et date de la réception de la thèse. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer leur nom(s) et prénom(s), numéro matricule, grade, groupe professionnel militaire, titre du cours et genre du programme, et nom et lieu de l'établissement de la formation. **Catégorie de personnes** : Les officiers parrainés par les Forces canadiennes et sélectionnés pour aller suivre des cours de troisième cycle ou des cours universitaires approuvés. **But** : Ce fichier sert à garder des renseignements administratifs concernant les officiers qui participent aux études de troisième cycle ou programmes de formation approuvés et parrainés par la Force canadienne afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. **Normes de conservation et de destruction** : À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 837) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. **No. APC** : 69-014 **Renvoi au dossier** # : MDN REI 370 **Enregistrement (SCT)** : 003269 **Numéro de fichier** : MDN PPE 878

membres pour fins de formation et de développement professionnel ainsi qu'à la sélection des membres ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. **Normes de conservation et de destruction** : Les dossiers sont conservés par le Ministère jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. **No. APC** : 69-014 **Renvoi au dossier** # : MDN CNS 520 **Enregistrement (SCT)** : 003268 **Numéro de fichier** : MDN PPE 877

date de naissance, grade et code d'emploi militaire.

Catégorie de personnes : Cadres supérieurs militaires

et civils de la Défense nationale. **But :** Les

renseignements contenus dans ce fichier servent de

référence aux responsables des relations publiques dans

l'exercice de leurs fonctions. **Normes de conservation**

et de destruction : Les dossiers sont transférés au

fichier MDN PPE 837 à la retraite. **No. APC :** 69-014

Renvoi au dossier # : MDN DSI 065 **Enregistrement**

(SCT) : 000196 **Numéro de fichier :** MDN PPE 827

Services sociaux

Description : Ce fichier contient les renseignements

notés par les travailleurs sociaux militaires au sujet de

leurs clients. Tout militaire et les membres de sa famille

immédiate à qui sont fournis des services sociaux sont

inscrits dans ce fichier. Pour avoir accès aux documents

pertinents, il faut fournir nom et prénoms, numéro de

matricule, grade, code d'emploi militaire, endroit et date

de(s) l'entrevue(s) en plus du nom de l'intervieweur du

militaire en question (s'il y a lieu). **Catégorie de**

personnes : Les membres des Forces canadiennes et

les membres des leurs familles immédiates. **But :** Les

renseignements consignés visent à aider le travailleur

social dans ses activités professionnelles de traitement

et de gestion de cas. **Usages compatibles :**

Conformément à l'ordre du service de santé des Forces

canadiennes 8-02, les renseignements des membres

des Forces canadiennes et leurs personnes à charge

régies par le Code de discipline militaire peuvent être

divulgués au commandant, à une commission d'enquête

ou une enquête sommaire menant une enquête sur un

accident ou un événement qui a causé des blessures ou

la mort d'une personne, aux policiers militaires et à des

corps spéciaux d'enquêtes dans la conduite d'une

enquête légale, aux autorités provinciales ou municipales

selon les législations, et aux fins de poursuites

judiciaires. **Normes de conservation et de**

destruction : Les dossiers sont détruits après cinq

années civiles, une fois qu'un cas est réglé. **No. APC :**

Renvoi au dossier # : MDN BSP 405

Enregistrement (SCT) : 000181 **Numéro de fichier :**

MDN PPE 812

Système d'information sur le personnel militaire

Description : Ce fichier renferme les sous-systèmes

militaires du système des données du intégré

comprenant le Système d'information sur le personnel

militaire (SIPM), et le Système d'information de la

Réserve supplémentaire. Ils contiennent des données

telles que le nom, le grade, le numéro d'assurance

sociale, le sexe, la date et le lieu de naissance, la cote

de sécurité, la confession religieuse, l'état civil, les

personnes à charge, la catégorie médicale, la catégorie

d'emploi militaire, le niveau de scolarité, la langue, le

grade et les qualifications professionnelles, le lieu de

service des membres, anciens et actuels, de la Force

régulière. On y trouve aussi l'adresse, à la libération, des

anciens membres de la Force régulière ou l'adresse

actuelle des membres de la Réserve supplémentaire.

Des données semblables, mais moins circonstanciées,

Système de garnison du personnel à Alert

Description : Le fichier du système de garnison du

personnel à Alert renferme des renseignements

personnels se reliant à la sélection du personnel en

recherche des communications (Rsch Comm 291) à une

affectation liée à la Station des Forces canadiennes

Alert. Plus précisément, il comprend les genres de

renseignements suivants : grade, numéro matricule,

sexe, codes d'emploi militaire, l'histoire individuelle des

affectations liées; et les qualifications requises pour le

poste spécifique. **Catégorie de personnes :** Les

membres militaires en recherche des communications du

Ministère de la Défense nationale. **But :** L'information est

utilisée lors de l'affectation du personnel militaire à la

Station des Forces canadiennes Alert. **Usages**

compatibles : S'il est nécessaire de réaliser l'affectation

à la Station des Forces canadiennes Alert sur une base

à tour de rôle, cette information sera utilisée afin

actuels, des Forces canadiennes (Force régulière et

Force de réserve). **But :** Ce fichier automatisé fournit des

renseignements aux personnes s'occupant de la gestion

ou de l'administration du personnel des Forces

canadiennes à tous les paliers du Ministère et les vérifie,

telles que le SIF et le SIGME. **Usages compatibles :**

L'information de ce fichier est utilisée pour la mise à jour

et la réconciliation de fonds de données communs sur le

personnel maintenu par le Système centralisé de la

solde par ordinateur (SCSO) (MDN PPE 858), et elle est

aussi acheminée au Quartier général de commandement

strictement pour une mise à jour de leurs fonds de

données. Le NAS est rassemblé conformément à la Loi

de l'impôt sur le revenu, aux règles régissant le Plan de

pension du Canada et la Loi de l'assurance chômage

afin de gérer et d'administrer la solde des militaires et,

conformément à la Loi électorale du Canada pour fournir

annuellement des déclarations de résidence ordinaires

aux membres du Parlement. Bien que le NAS fut utilisé

depuis 1968 comme identificateur unique pour

l'administration du personnel de tous les militaires des

FC, le MDN a participé activement dans l'action du

gouvernement afin d'éliminer l'utilisation non-légitimée du

NAS et, l'a remplacé par un nouveau Numéro militaire

(NM). Bien que le NAS sera conservé pour des raisons

légales, son usage sera strictement limité. Le nouveau

NM est utilisé dans toutes les applications non-légitimées

telles l'administration de routine. Suite au processus de

conversion, dans tous les cas, l'accès à la liste de renvoi

du NAS et du NM sera strictement contrôlé.

Normes de conservation et de destruction : Les

dossiers sont conservés indéfiniment. **No. APC :** 69-014

Renvoi au dossier # : MDN ACP 625 **Enregistrement**

(SCT) : 000175 **Numéro de fichier :** MDN PPE 806

Approvisionnement et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction** : Les suggestions acceptées qui aboutissent à une récompense de moins de 1 000 \$ sont détruites après trois années civiles et les suggestions qui aboutissent à une récompense de plus de 1 000 \$ sont détruites après cinq années civiles. Les suggestions rejetées sont détruites après trois années civiles. **No. APC** : 69-014 **Renvoi au dossier** # : MDN DSE 045 **Enregistrement (SCT)** : 000194 **Numéro de fichier** : MDN PPE 825

Rapports d'appréciation du rendement
Description : Ce fichier contient les rapports d'appréciation du personnel, les rapports de cours et, s'il y a lieu, les biographies, les photographies, les relevés des heures de lois, ainsi que les lettres de recommandation et de récompense. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et date de libération, s'il y a lieu. **Catégorie de personnes** : Les membres de la Force régulière et de la Force de réserve en service de réserve de classe «C».

But : Ce fichier constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue, le mérite relatif et l'aptitude des divers candidats à être promus, à suivre des cours de formation, à être gradés dans les Forces, à changer de spécialité, à être reclassifiés, à être libérés. Il sert aussi de base à des décisions administratives relatives à la gestion du personnel. **Normes de conservation et de destruction** : Les dossiers du fichier sont conservés pendant un an après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent

APC : 69-014 **Renvoi au dossier** # : MDN CNS 520 **Enregistrement (SCT)** : 000206 **Numéro de fichier** : MDN PPE 838
Relevés de notes – officiers et aspirants officiers
Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant nom et prénoms, numéro matricule ou numéro du collège et l'année ou les années où le collage a été fréquenté. **Catégorie de personnes** : Les officiers et les élèves officiers qui fréquentent, ou ont fréquenté, un collège militaire canadien. **But** : Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les officiers et les élèves officiers qui fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 1 500 militaires en font l'objet chaque année. **Normes de conservation et de destruction** : Les dossiers sont conservés indéfiniment à des fins historiques. **No. APC** : 69-014 **Renvoi au dossier** # : MDN REI 370 **Enregistrement (SCT)** : 000212 **Numéro de fichier** : MDN PPE 844

Renseignements – Banque de données – Recherche psychotechnique des Forces canadiennes
Description : Ce fichier contient des données sur le recrutement, la sélection (y compris les tests de sélection du personnel navigant), la formation, l'emploi dans les Forces canadiennes (FC) et les motifs de l'attrition. On y trouve des renseignements d'ordre démographique, biographique et de comportement, ainsi que des renseignements concernant les codes de mérite militaire, l'appréciation et l'emploi du personnel. Les dossiers sont classés selon le numéro matricule. **Catégorie de personnes** : Les candidats à un poste dans les Forces canadiennes, les militaires du cadre actif, et les anciens membres des Forces canadiennes. **But** : Ce fichier fournit une banque de données aux fins de recherche sur le personnel, par exemple, la sélection d'emploi et les évaluations de programmes. **Normes de conservation et de destruction** : Les copies originales des formules d'évaluation des candidats CF 283 sont conservées pendant cinq ans, puis sous forme de microfiche pour une période indéfinie. Tous les autres documents sont détruits après une période de cinq ans. **No. APC** : 69-014 **Renvoi au dossier** # : MDN BPP 360 **Enregistrement (SCT)** : 000184 **Numéro de fichier** : MDN PPE 815

Répertoire du personnel – Fonds non publics (FNP)
Description : Ce fichier contient le numéro d'assurance sociale, le nom, le sexe, la date de naissance, l'état civil, le lieu de travail, le salaire, la date d'emploi et les programmes d'avantages sociaux des Fonds non publics des employés. Ces dossiers se rapportent uniquement aux employés à plein temps et à temps partiel qualifiés des services des Fonds non publics. Pour les consulter, il faut indiquer son nom et ses prénoms et sa date de naissance. **Catégorie de personnes** : Les employés à plein temps et à temps partiel qualifiés des unités des Fonds non publics. **But** : Ces dossiers permettent de conserver les données fournies par les unités de l'administration du Régime d'assurance et de pension et pour des études statistiques. **Usages compatibles** : En vertu du Régime de pensions du Canada les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois années civiles après le départ des employés, à des fins statistiques seulement. Les dossiers sont conservés dans le cas des employés qui ont des droits acquis à une pension ou qui ont choisi de différer leur pension jusqu'à leur retraite, leur mort ou le transfert de leur RRRM selon leur demande. **No. APC** : 69-014 **Renvoi au dossier** # : MDN BSP 385 **Enregistrement (SCT)** : 000171 **Numéro de fichier** : MDN PPE 802

Services d'information
Description : Ce fichier renferme les biographies des cadres supérieurs militaires et civils de la Défense nationale. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer nom et prénoms.

canadiennes. Ces dossiers deviennent partie intégrante du fichier numéro APC PPE 718. **No. APC : 69-014 Renvoi au dossier # : MDN CNS 520 Enregistrement (SCT) : 002335 Numéro de fichier : MDN PPE 870**

Microdossier de documents du Quartier général

Description : Ce fichier contient des données obtenues lors de l'enrôlement et/ou lors de la mutation à la Force régulière comme le nom, numéro matricule, la religion, la date et la province de naissance, la citoyenneté, la province de naissance des parents, l'adresse au moment de l'enrôlement, des renseignements sur la langue, l'état civil au moment de l'enrôlement, le sexe et l'année de naissance des enfants à charge, la langue d'instruction préférée de ces derniers, des états de service (réserve), des preuves de changement de nom, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enrôlement, et des protocoles d'entente. Il contient aussi des données obtenues lors de l'enrôlement ou de la mutation telles que le changement de nom. Pour consulter ce dossier, il faut indiquer le numéro matricule. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ce microdossier manuel est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des Forces canadiennes. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant une année à compter de la date de libération du militaire des Forces canadiennes, puis transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PPE 718. **No. APC : 69-014 Renvoi au dossier # : MDN ACP 625 Enregistrement (SCT) : 00219 Numéro de fichier : MDN PPE 855**

Personnel militaire – dossier des griefs

Description : Ce fichier constitue un dossier des demandes de redressement de griefs et des décisions rendues à l'égard de ces griefs. Les dossiers sont classés selon le numéro matricule, le nom, le grade, le code d'emploi militaire de la personne concernée, et l'année du grief. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Le fichier a pour objet d'enregistrer les demandes de redressement de griefs présentées conformément aux ordonnances et règlements établis en vertu de la Loi sur la Défense nationale ainsi que des décisions rendues à l'égard de ces griefs. **Usages compatibles :** L'enquête, par les Forces canadiennes, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présenté le grief et ayant trait au même sujet. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après es dernières formalités administratives. **No. APC : 69-014 Enregistrement (SCT) : 000200 Numéro de fichier : MDN PPE 831**

Procès-verbaux des cours martiales

Description : Les procès-verbaux des cours martiales constituent un compte rendu exact de tous les témoignages, plaidoiries, décisions, verdicts et sentences des cours martiales, y compris les documents

ayant servi de pièces justificatives. Les personnes qui désirent consulter ces dossiers doivent indiquer l'année et l'endroit où s'est réunie la cour martiale, ainsi que les nom et prénoms, et, s'il y a lieu, le rang de l'accusé. **Catégorie de personnes :** Le personnel militaire des Forces canadiennes, ainsi que les personnes justiciables au code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale. **But :** Les dossiers sont gardés pour les cas où l'on fait appel des décisions au Tribunal d'appel des cours martiales et à la Cour suprême du Canada, et à des fins administratives. **Normes de conservation et de destruction :** Les dossiers ne sont jamais détruits. **No. APC : 69-014 Renvoi au dossier # : MDN JAG 035 Enregistrement (SCT) : 000199 Numéro de fichier : MDN PPE 830**

Programme de primes au mérite

Description : Ce fichier contient le règlement du Programme, des données personnelles sur les candidats proposés, des procès-verbaux des réunions, des statistiques et des états de service. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade, leur catégorie d'emploi militaire, et la date à laquelle elles ont été nommées ou ont reçu la prime. **Catégorie de personnes :** Les militaires et les employés civils du ministère de la Défense nationale. **But :** Ce fichier a pour objet d'administrer le Programme de primes au mérite du ministère de la Défense nationale. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite et le Conseil des primes au mérite du ministère de la Défense nationale. **Usages compatibles :** Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approuvements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (impôt), conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont détruits après trois années civiles. **No. APC : 69-014 Renvoi au dossier # : MDN DSE 045 Enregistrement (SCT) : 000195 Numéro de fichier : MDN PPE 826**

Programme des primes à l'initiative

Description : Ce fichier contient le règlement du Programme, les documents relatifs à l'administration des initiatives, les procès-verbaux des réunions, les suggestions et les renseignements personnels fournis, ainsi que des données statistiques. Les personnes qui désirent le consulter doivent indiquer leurs nom et prénoms et le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, le numéro de dossier ou l'objet de la suggestion et la date à laquelle elles ont fait leur suggestion ou reçu la prime. **Catégorie de personnes :** Les militaires et les employés civils du Ministère. **But :** Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du ministère de la Défense nationale. **Usages compatibles :** Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des

Approuvements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (impôt), conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont détruits après trois années civiles. **No. APC : 69-014 Renvoi au dossier # : MDN DSE 045 Enregistrement (SCT) : 000195 Numéro de fichier : MDN PPE 826**

direction, et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents données. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés des fiches de conduite pour les membres des Forces canadiennes et dans le fichier se rapportant aux mesures disciplinaires pour des employés civils du ministère.

Catégorie de personnes : Les membres des Forces canadiennes et les employés civils du ministère. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires qui permettent le traitement de plaintes relatives au harcèlement au travail, il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires pour les membres et les employés. Cette information peut être utilisée si le cas résultant dans un grief ou une plainte sur les droits de la personne. **Normes de conservation et de destruction :** Les dossiers sont conservés deux ans après les formalités administratives. Ils sont ensuite détruits. **Enregistrement (SCT) :** 003005 Numéro de fichier : MDN PPE 875

L'Assurance – Régime d'assurance-revenu militaire (RAM)

Description : On y trouve toutes les demandes des militaires de la Force régulière et de la Réserve en service de classe C concernant le Régime d'assurance-revenu militaire (RAM) et le Régime d'assurance des officiers généraux (RAOG). La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi les avis de décès des membres des Forces canadiennes et les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, date de naissance, grade et catégorie d'emploi militaire. **Catégorie de personnes :** Les membres de la Force régulière et de la Réserve en service de classe C, actuels ou anciens, des Forces canadiennes. **But :** Ce fichier contient les renseignements sur tous les membres, actuels et anciens, des Forces canadiennes, qui ont demandé une couverture du RAM et du RAOG ainsi que des renseignements relatifs au décès ou à l'invalidité des membres, actuels ou anciens, des Forces canadiennes, qui sont bénéficiaires du RAM, y compris les données concernant les paiements accordés ou refusés. **Normes de conservation et de destruction :** Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 000177 **Numéro de fichier :** MDN PPE 808

Le Système d'information du personnel civil

Description : Le système intégré de gestion du personnel civil, autrefois nommé le système d'information sur le personnel civil, est un système d'information sur le

personnel qui est bilingue, en ligne et qui fonctionne à l'échelle du pays. Il comprend huit sous-systèmes fonctionnels principales et les traitements de données dans le milieu de l'administration du personnel civil. Le sous-système des effectifs/de l'organisation contient les données relatives aux postes, aux unités et aux sections; le sous-système de la classification contient les renseignements relatifs à la classification, dont la catégorie, les points et les coordonnées du poste; le sous-système des langues officielles met à jour les données linguistiques relatives aux postes et aux employés(e); le sous-système de la dotation en personnel contient les données relatives à la dotation du personnel (numéro des concours, procédures à suivre, renseignements sur les candidats/candidates); le sous-système de la solde et des prestations/des congés contient les données relatives à l'employé(e) comme son nom, son code d'identification de dossier personnel (CIDP), sa catégorie, son adresse, son salaire, ses antécédents professionnels et tous les congés accumulés ou pris par l'employé(e); le sous-système de la planification des ressources humaines met à jour et fait le suivi des données relatives à l'équité en matière d'emploi concernant la population cible, et met de l'avant des mesures spéciales relatives aux programmes, aux détachements et à la participation des employés(e) à l'élaboration de programmes spéciaux; le sous-système de sécurité contient les données relatives à la cote de sécurité des employés(e) et des postes; et le sous-système de la formation du personnel civil contient les données relatives à la formation des employés(e). Il est possible d'accéder aux données à partir du nom, du CIDP, de la classification et de la hiérarchie. **Catégorie de personnes :** Les employés civils du Ministère. **But :** Le but du Système d'information du personnel civil est de donner des renseignements aux gestionnaires du Ministère et aux agents du personnel afin de simplifier leur prises de décisions relatives à des questions du personnel. Il sert également à répondre aux demandes de renseignements précis au sujet du personnel, surtout lorsqu'il s'agit de renseignements protégés. **Usages compatibles :** L'information de ce fichier est utilisée pour la production des rapports aux gestionnaires afin de simplifier leurs prises de décisions relatives et elle est aussi utilisée pour fournir aux utilisateurs tels DPRHPC et BP ISX, une copie de leurs informations pour analyse. **Normes de conservation et de destruction :** Les bandes magnétiques sont éliminées pendant cinq années, après quoi elles sont rayées du système. **No. APC :** 69-014 **Renvoi au dossier # :** MDN ACP 625 **Enregistrement (SCT) :** 000225 **Numéro de fichier :** MDN PPE 861

Les comités de révision – Nominations des officiers supérieurs à un collège de commandement et d'état-major

Description : Ce fichier contient les résultats des comités convoqués pour étudier les nominations des officiers supérieurs, choisis pour un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent une liste des officiers choisis en

direction, et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents données. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés des fiches de conduite pour les membres des Forces canadiennes et dans le fichier se rapportant aux mesures disciplinaires pour des employés civils du ministère.

Catégorie de personnes : Les membres des Forces canadiennes et les employés civils du ministère. **But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires qui permettent le traitement de plaintes relatives au harcèlement au travail, il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires pour les membres et les employés. Cette information peut être utilisée si le cas résultant dans un grief ou une plainte sur les droits de la personne. **Normes de conservation et de destruction :** Les dossiers sont conservés deux ans après les formalités administratives. Ils sont ensuite détruits. **Enregistrement (SCT) :** 003005 Numéro de fichier : MDN PPE 875

L'Assurance – Régime d'assurance-revenu militaire (RAM)

Description : On y trouve toutes les demandes des militaires de la Force régulière et de la Réserve en service de classe C concernant le Régime d'assurance-revenu militaire (RAM) et le Régime d'assurance des officiers généraux (RAOG). La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi les avis de décès des membres des Forces canadiennes et les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, date de naissance, grade et catégorie d'emploi militaire. **Catégorie de personnes :** Les membres de la Force régulière et de la Réserve en service de classe C, actuels ou anciens, des Forces canadiennes. **But :** Ce fichier contient les renseignements sur tous les membres, actuels et anciens, des Forces canadiennes, qui ont demandé une couverture du RAM et du RAOG ainsi que des renseignements relatifs au décès ou à l'invalidité des membres, actuels ou anciens, des Forces canadiennes, qui sont bénéficiaires du RAM, y compris les données concernant les paiements accordés ou refusés. **Normes de conservation et de destruction :** Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 000177 **Numéro de fichier :** MDN PPE 808

Le Système d'information du personnel civil

Description : Le système intégré de gestion du personnel civil, autrefois nommé le système d'information sur le personnel civil, est un système d'information sur le

d'aspirants officiers des Forces canadiennes à Chilliwack sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada où ils sont conservés pendant trois ans dans le fichier numéro APC PCE 716. **No. APC : 69-014 Renvoi au dossier # : MDN REI 370 Enregistrement (SCT) : 000210**

Dossiers sur les participants au cours de

commandement et d'état-major

Description : Le fichier contient des autobiographies, des renseignements personnels sur ces militaires et leur carrière, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global et un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer nom et prénoms, numéro matricule et grade/titre.

Catégorie de personnes : Les officiers des Forces

canadiennes, les employés civils du MDN et les officiers des pays alliés et étrangers en visite au Canada. **But :** Ce fichier a pour but de tenir un dossier temporaire sur le rendement observé des officiers des Forces

canadiennes et des officiers de pays alliés et étrangers en visite au Canada qui suivent le cours de commandement et d'état-major d'une durée de dix mois qui se donne tous les ans. Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant.

Normes de conservation et de destruction : Les dossiers sont détruits après une année. **No. APC : 69-014 Renvoi au dossier # : MDN REI 370**

Enregistrement (SCT) : 000211 Numéro de fichier : MDN PPE 843

Employés des Fonds non publics affectés à des bases et stations des Forces canadiennes

Description : Ce fichier contient des demandes d'emploi, des formules de congé, des fiches de rajustement de paye, des rapports d'appréciation, des questionnaires d'employés (y compris le numéro d'assurance sociale, le nom, la profession, la rémunération, l'état civil, le sexe, la date de naissance et la date d'emploi), et de la correspondance portant sur la carrière de l'employé. On peut avoir accès aux dossiers en indiquant le nom au complet, la date de naissance, la période d'emploi et le lieu d'emploi. **Catégorie de personnes :** Les employés des Fonds non publics affectés dans les Bases et Stations des Forces canadiennes et des personnes qui sont employées directement par le Directeur général des services du personnel. **But :** Ce fichier a pour but de conserver un dossier de la correspondance portant sur la carrière des employés du Fonds non public affectés dans les bases et stations des Forces canadiennes et de ceux qui sont employés directement par la Direction générale des services du personnel. Le fichier est utilisé pour examiner les mesures prises à l'endroit d'un employé, et pour déterminer l'aptitude d'un employé à une promotion, à une mutation ou au maintien à son poste.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu et du Régime de pensions du Canada, les

documents à l'appui des retenues sur la solde, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (impôt). **Normes de conservation et de destruction :** Les dossiers sont détruits deux années civiles après la fin de l'emploi. **No. APC : 69-014 Renvoi au dossier # : MDN BSP 385 Enregistrement (SCT) : 000172 Numéro de fichier : MDN PPE 803**

Employés des Fonds non publics des Forces canadiennes – dossiers des demandes d'emploi et des programmes d'avantages sociaux

Description : Ce fichier contient les demandes d'emploi et les pièces de correspondance relatives aux postes supérieurs et aux fonctions de direction, les plaintes du personnel, les réponses et les demandes de renseignements des employés, et les réponses concernant les programmes d'avantages sociaux ou les conditions de travail. Les personnes concernées sont les employés des Fonds non publics du ministère. Les personnes qui désirent consulter le fichier doivent indiquer leur nom et leurs prénoms, leur date de naissance, leurs périodes d'emploi, le sujet et la date initiale du formulaire ou de la correspondance et en plus, le numéro de dossier (si connu).

Catégorie de personnes : Les employés des Fonds non publics.

But : Ce fichier sert à l'administration des employés des Fonds non publics. **Usages compatibles :** En vertu de la Loi sur le Régime de Pensions du Canada, les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu Canada (impôt).

Normes de conservation et de destruction : Les dossiers sont détruits après cinq années civiles. **No. APC : 69-014 Renvoi au dossier # : MDN BSP 385 Enregistrement (SCT) : 000173 Numéro de fichier : MDN PPE 804**

Gestion et administration en général

Description : On y trouve des commentaires sur les propositions, les études du Ministère de la Défense nationale ayant trait à l'administration en général, et sur les décisions prises à l'égard du personnel civil et des membres des Forces canadiennes. Les personnes qui désirent consulter ce fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade et leur code d'emploi code d'emploi militaire. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés civils du Ministère. **But :** Ce fichier a pour but de garder la correspondance relative à l'administration en général. **Normes de conservation et de destruction :** Les dossiers sont détruits après cinq années civiles. **No. APC : 69-014 Renvoi au dossier # : MDN DSE 055 Enregistrement (SCT) : 000197**

Harèlement

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement, les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement, les entrevues avec les témoins des incidents, les sommations aux enquêtes faites par la

Force de réserve qui ont fait du service de réserve classe «B» ou «C» font l'objet des dossiers de ce fichier.

Normes de conservation et de destruction : Les dossiers sont gardés jusqu'à ce que l'avocat militaire s'occupant de la succession ait pris toutes les mesures nécessaires, puis ils sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier.

numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN JAG 015 **Enregistrement (SCT) :** 000220 **Numéro de fichier :** MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur l'aptitude des membres des Forces canadiennes régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des Forces canadiennes. Pour ce qui concerne les militaires en poste dans certaines zones désignées ou appartenant à des unités isolées ou semi-isolées, il est possible que le fichier contienne des renseignements sur le traitement médical suivi par les personnes à la charge des militaires des Forces canadiennes. Le fichier renferme également des dossiers médicaux, des commentaires et des avis, et des données sur des examens et des tests spéciaux.

Les personnes qui désirent les consulter doivent indiquer nom et prénoms, numéro matricule, grade, date de naissance, code d'emploi militaire et (s'il y a lieu) l'hôpital des Forces canadiennes avec les dates d'admission et de renvoi. Pour ce qui est des dossiers des personnes à la charge, il faut indiquer le nom de ces dernières et celui du militaire en question, leur lien de parenté, ainsi que le numéro matricule du militaire.

Catégorie de personnes : Les membres des Forces canadiennes et les personnes à leur charge. **But :** Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières. **Usages compatibles :** Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires.

Normes de conservation et de destruction : Un an après la date de libération de ce dernier, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. Les normes de conservation et de destruction des dossiers médicaux des dépendants seront conformes à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiaux à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario. **No. APC :** 69-014 **Renvoi au**

dossier # : MDN BSS 490 **Enregistrement (SCT) :** 000179 **Numéro de fichier :** MDN PPE 810

Dossiers personnels – Corps et escadron de cadets

Description : On y trouve un exemplaire de la formule CF 1158, «Demande d'admission – Organismes de cadets», de la formule CF910, «Déclaration de santé – Aspirants cadets», de la formule CF1364, «Rapport de cours – Cadets de la Marine, de l'Armée et de l'Aviation», ainsi que des dossiers relatifs aux affectations, aux promotions, à la solde, aux cours de qualification et aux croisières. On peut y avoir accès en donnant ses nom au complet, date de naissance, numéro matricule, ainsi que numéro, nom et emplacements du corps de cadets ou de l'escadron.

Catégorie de personnes : Les membres du Corps de cadets de la Marine royale canadienne, de l'Armée et de l'Aviation du Canada et des Organismes de cadets du Canada. **But :** Ce fichier a pour but de conserver des renseignements sur les membres du Corps de cadets de la Marine royale canadienne, de l'Armée et de l'Aviation du Canada, des Organismes de cadets du Canada comme on les définit dans les OR (Cadets), depuis leur enrôlement jusqu'à leur libération. Ces dossiers personnels sont utilisés aux fins de la gestion de la carrière des cadets. **Usages compatibles :** Le ministère du Revenu national (impôt) a besoin, conformément à la Loi de l'impôt sur le revenu du numéro d'assurance sociale aux fins de l'impôt et de la solde. **Normes de conservation et de destruction :** Les organismes de cadets conservent les dossiers pendant cinq ans après la date de libération. Les dossiers sont ensuite détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN FRC 340 **Enregistrement (SCT) :** 000207 **Numéro de fichier :** MDN PPE 839

Dossiers sur le personnel – instruction

Description : Ce fichier contient des renseignements personnels sur les militaires, des compte rendus de leur rendement aux cours, de leur comportement et de leur tenue. Pour consulter ce fichier, il faut indiquer son nom et prénom, numéro matricule, grade, code d'emploi militaire, le cours suivi et l'école fréquentée. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des Forces canadiennes, exception faite des collèges militaires et des collèges d'état-majors. Les dossiers permettent aux écoles des Forces canadiennes d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAH (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école

Dossier personnel permanent des coordonnateurs de

Description : Ce fichier contient des copies de la

de destruction : Un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes, les dossiers sont versés aux Archives nationales du Canada et au Centre national des documents du personnel. Ces dossiers deviennent partie intégrante du fichier numéro APC PCE 718. **No. APC :** 69-014

Renvoi au dossier # : MDN CNS 520 **Enregistrement (SCT) :** 000205 **Numéro de fichier :** MDN PPE 837

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des Forces canadiennes régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve des dossiers médicaux et dentaires; des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux. Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Pour consulter ces dossiers, il faut indiquer nom et prénoms, date de naissance, numéro matricule et grade. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Les

Dossiers du Juge-avocat général/successions

Numéro de fichier : MDN PPE 811

militaires

Normes de conservation et de destruction : Les dossiers sont conservés par le

Ministère jusqu'à ce que l'individu ait atteint l'âge de 90 ans et sont ensuite détruits, ou sont conservés de façon permanente si on leur accorde une valeur historique. Les empreintes digitales du personnel des Forces alliées sont détruites après l'expiration de la période d'affectation au Canada. **No. APC :** 69-014 **Enregistrement (SCT) :** 000170 **Numéro de fichier :** MDN PPE 801

Dossier des pensions

Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des données concernant l'état civil de membres des Forces canadiennes et des personnes à leur charge, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, et numéro matricule. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ce fichier sert à déterminer les prestations de retraite revenant aux membres des Forces canadiennes (Forces régulières) au moment de leur libération. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Approvisionnement et Services (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. **Normes de conservation et de destruction :** Les dossiers sont gardés par la Direction des Services de la solde, jusqu'à la libération du militaire puis ils sont envoyés au Centre des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro

: MDN BDF 765 **Enregistrement (SCT) :** 000223 **APC PCE 719. No. APC :** 69-014 **Renvoi au dossier** **Numéro de fichier :** MDN PPE 859

Dossier des procès-verbaux d'enquêtes de la police militaire

Description : Ce fichier contient de l'information personnelle sur des individus qui ont été impliqués dans un incident y compris une offense criminelle ou de sécurité, sur investigation par la police militaire. Aussi, le fichier conserve également les résultats des enquêtes autorisées. Il comprend des rapports d'investigations et des rapports d'incidents, des déclarations écrites, des registres, des photographies, des pièces à conviction, des cartes d'index, des listes de preuves, des télégrammes contenant de l'information sur l'investigation, des documents civils ou militaires de la cour, et toute autre correspondance ayant rapport à ces fins. Les personnes sont identifiées par leur numéro matricule, leur nom et initiales, date de naissance et le rapport dans lequel elles sont mentionnées est identifié

dossier # : MDN RMS 085 **Enregistrement (SCT) :** 000203 **Numéro de fichier :** MDN PPE 835

Description : Le dossier personnel de l'escadron **Dossier personnel de l'escadron – Aspirants officiers** contient des comptes rendus sur la formation scolaire et militaire reçue; des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu; des notes des orienteurs; des précisions sur les décisions administratives et disciplinaires prises. Pour consulter les dossiers du Collège militaire royal (CMR) du Royal Military College (RMC), et du Royal Roads Military College (RRMC), il faut indiquer nom et prénoms, numéro matricule ou le numéro du collège et les années où celui-ci a été fréquenté. Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collège. **Catégorie de personnes :** Les aspirants officiers qui fréquentent un collège militaire canadien. **But :** Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent un collège militaire canadien (CMC). Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1500 militaires en font l'objet à tout moment donné. **Normes de conservation et de destruction :** Les dossiers sont conservés après l'obtention du

par le numéro du dossier correspondant au délit commis ou à l'offense, et par la date de l'événement. L'information contenue dans le fichier peut être conservée sur des documents de papier, sur microfiches ou sur support informatique. Pour consulter ces dossiers, il faut indiquer son nom et prénoms, son numéro matricule (non obligatoire), le délit ou l'offense commise, l'endroit et la date. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés civils du Ministère de la Défense nationale et le membres du public qui sont impliqués dans des situations criminelles sur les territoires de la Défense nationale. **But :** Ces renseignements sont utilisés par les autorités ministérielles aux fins d'administration du personnel, de mesures disciplinaires, d'enquête de sécurité et de crédibilité, pour les affectations, le service contenu, les appels, les poursuites civiles et criminelles, les enquêtes, la répression du crime, l'admissibilité au traitement médical, les pensions, l'indemnisation des blessures occasionnées par des actes criminels ainsi que pour la recherche, la planification, l'évaluation et les statistiques. **Usages compatibles :** L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général. **Normes de conservation et de destruction :** Les dossiers de cette banque tenue à l'extérieur du QGDN sont détruits 2 ans après la dernière utilisation administrative ou juridique, tandis que les dossiers tenus au QGDN sont transférés aux Archives nationales après 10 années civiles. Certains dossiers peuvent être retenus pour une période indéterminée, si jugés être des archives de valeur ou s'ils sont jugés être d'une valeur historique au ministère de la Défense nationale. **No. APC :** 69-014 **Renvoi au dossier # :** MDN RMS 085 **Enregistrement (SCT) :** 000203 **Numéro de fichier :** MDN PPE 835

ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui ont accès à des renseignements délicats ou à des biens du gouvernement; ou accès à des sommes d'argent, des drogues et du matériel dangereux, ou qui sont responsables du bien-être de personnes sous garde ou sous surveillance. Les personnes qui veulent obtenir des renseignements particuliers doivent spécifier les renseignements qu'elles désirent consulter afin d'accélérer l'acheminement de leur demande. Les dossiers sont classés selon le nom de famille, les initiales et la date de naissance de l'individu. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés du ministère (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. **But :** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents servant à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à des renseignements de nature délicate, à des biens de valeur, ou à du matériel dangereux dont elle assurerait la garde et la surveillance. **Usages compatibles :** Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du Ministère. Ils peuvent également être utilisés au cours d'enquêtes illicites. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que les employés atteignent l'âge de 67 ans, puis sont détruits à conditions que l'on n'y ait pas référé au cours des deux dernières années. **No. APC :** 69-014 **Enregistrement (SCT) :** 001782 **Numéro de fichier :** MDN PPE 834

Dossier des articles de la solde

Description : Ce fichier contient des données sur la solde et les indemnités touchées par les membres des Forces canadiennes (Force régulière) et des militaires en service de réserve (classe «C»), actuels et anciens, depuis 1947. On y trouve aussi les déductions comme l'impôt sur le revenu, les cotisations aux régimes de pension, au Régime du pension du Canada et les paiements figurant sur les feuilles d'émargement et ceux d'assurance-maladie et d'assurance-hospitalisation, les contributions à l'assurance chômage, aux régimes de pension, au Régime du pension du Canada et les

ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui ont accès à des renseignements délicats ou à des biens du gouvernement; ou accès à des sommes d'argent, des drogues et du matériel dangereux, ou qui sont responsables du bien-être de personnes sous garde ou sous surveillance. Les personnes qui veulent obtenir des renseignements particuliers doivent spécifier les renseignements qu'elles désirent consulter afin d'accélérer l'acheminement de leur demande. Les dossiers sont classés selon le nom de famille, les initiales et la date de naissance de l'individu. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés du ministère (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. **But :** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents servant à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à des renseignements de nature délicate, à des biens de valeur, ou à du matériel dangereux dont elle assurerait la garde et la surveillance. **Usages compatibles :** Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du Ministère. Ils peuvent également être utilisés au cours d'enquêtes illicites. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que les employés atteignent l'âge de 67 ans, puis sont détruits à conditions que l'on n'y ait pas référé au cours des deux dernières années. **No. APC :** 69-014 **Enregistrement (SCT) :** 001782 **Numéro de fichier :** MDN PPE 834

Dossier des empreintes digitales à la Défense nationale

Description : Ce fichier contient les renseignements suivants sur les membres, anciens et actuels, des Forces canadiennes et sur les employés civils, anciens et actuels, du Ministère et sur les membres des Forces alliées en service au Canada : empreintes digitales, numéro de la SED, numéro matricule/civil CID, nom, signature, sexe, date et lieu de naissance, date et lieu d'enrôlement, occupation ou métier, couleur des cheveux et des yeux, taille, poids, teint, cicatrices, amputations, taches de naissance, difformités, tatouages, date et lieu où ont été prises les empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter ces dossiers doivent fournir leur nom, numéro matricule/civil (CID) et, comme preuve de leur identité, ils doivent également fournir leur empreinte digitale à l'encre noir. Elles doivent également fournir leurs empreintes digitales à l'encre noire. **Catégorie de personnes :** Les membres anciens et actuels des Forces canadiennes; les employés civils, anciens et actuels du Ministère de la Défense nationale; les membres des Forces alliées en service au Canada. **But :** Ce fichier sert à fournir un moyen infailible d'identification du personnel en service actif ou libéré qui aurait pu être victime de blessures sérieuses, d'armes ou de mort en temps de guerre ou de paix. Les empreintes digitales peuvent également être utilisées par le Ministère pour les enquêtes relatives à la fiabilité et à l'habilitation de sécurité en vue de la sélection du

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes
Description : Ce fichier contient toutes les demandes de renseignements présentées au Ministère de la Défense nationale par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut y avoir accès en indiquant son nom et prénoms, grade, classification ou code d'emploi militaire (s'il y a lieu). **Catégorie de personnes :** Les membres des Forces canadiennes et les employés civils du Ministère. **But :** Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. **No. APC :** 69-014 **Renvoi au dossier # :** MDN ACP 610

Enregistrement (SCT) : 000218 **Numéro de fichier :** MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada
Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer ces dossiers, il faut indiquer le nom de la personne à charge et sa date de naissance, celui du militaire ainsi que leur lien de parenté, les nom et prénoms du militaire, son numéro matricule, son grade et son code d'emploi militaire. **Catégorie de personnes :** Les membres des Forces canadiennes et les personnes à charge supplémentaire des membres. **But :** Ce fichier constitue un dossier sur les personnes à charge supplémentaire en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux années civiles. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DRA 450 **Enregistrement (SCT) :** 000178 **Numéro de fichier :** MDN PPE 809

Désignation des prisons militaires et des casernes de détention
Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur l'admission, la discipline, l'entretien des effets personnels, la remise de peine et la libération. On peut obtenir les dossiers en donnant le numéro

matricule, le nom, le numéro d'identification de détention, le lieu et les dates d'incarcération. **Catégorie de personnes :** Les personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires. **But :** Ce fichier sert à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, à faciliter le calcul de nombre de jours de remise obtenus par un détenu et à participer au processus de prise de décision relatif à ce nombre de jours. **Normes de conservation et de destruction :** Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative. **No. APC :** 69-014 **Enregistrement (SCT) :** 001765 **Numéro de fichier :** MDN PPE 863

Distinctions et récompenses militaires
Description : Ce fichier contient une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant des navires, des édifices, la royauté, le gouverneur général, les citoyensnetés d'honneur, et des activités connexes comme les cérémonies commémoratives de l'unité. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, date et naissance, grade et codes d'emplois militaires, date et événement en question. **Catégorie de personnes :** Les militaires des Forces canadiennes et les employés civils du Ministère. **But :** Ce fichier a pour but d'établir et de tenir un dossier des distinctions et récompenses décernées aux membres des Forces canadiennes, ainsi que d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DDC 420, MDN DDC 445

Enregistrement (SCT) : 000192 **Numéro de fichier :** MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité
Description : Ce fichier contient des renseignements personnels, des casiers judiciaires, des analyses de sécurité des rapports d'enquête, des vérifications de solvabilité de la correspondance connexe, des documents générés par le Comité de révision des autorisations de sécurité et les appels logés du Comité de surveillance des activités de renseignements de sécurité. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Ces dossiers contiennent des renseignements personnels traitant du sujet, sa famille immédiate, les noms et observations de ses employeurs précédents et leurs références et leurs remarques et, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux. Ce fichier renferme des renseignements personnels sur les personnes qui sont

69-014 Enregistrement (SCT) : 000201 Numéro de fichier : MDN PPE 832

Conseil de promotion des membres du personnel non-officier – liste des candidats selon l'ordre de mérite

Description : Ce fichier contient exclusivement, pour chaque individu, le numéro matricule; le grade; le nom et les initiales; la classification; le code d'emploi militaire; la principale langue officielle; la langue seconde; les dates d'ancienneté, d'enrôlement, de naissance et de libération; le sexe (jusqu'en 1986 seulement); la note selon le mérite; la qualification et l'ancienneté dans le grade. Le dossier sert pour l'année de promotion pour laquelle il a été établi. Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant leur numéro matricule, le grade, les nom et prénom, ou le nom de famille précédent (s'il y a lieu), le code des emplois militaire ou le(s) code(s) des emplois militaires antérieurs (s'il y a lieu) et l'année de la promotion au grade actuel. **Catégorie de personnes :** Le personnel non-officier des grades de Caporal à Adjudant-maire des Forces canadiennes (Force régulière), inclusivement. Dans le cas du grade d'adjudant-chef, les renseignements sont disponibles jusqu'en 1986 seulement. **But :** Ce fichier a pour but de maintenir un état nominal du personnel non-officier selon l'ordre de mérite établi par le Conseil de promotion du personnel non-officier. Le Conseil de promotion est convoqué annuellement pour évaluer le personnel non-officier utilisant un système fondé sur le rendement et les possibilités. Cette liste de mérite sert à sélectionner les candidats pour une promotion, un cours de formation, une conversion de période de service, un emploi et une formation spécialisée. **Normes de conservation et de destruction :** Depuis 1979, les dossiers sont conservés vingt ans à des fins statistiques, puis détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000209 **Numéro de fichier :** MDN PPE 841

Conseil de promotion des officiers – liste des candidats selon l'ordre de mérite

Description : Le rapport de la Commission d'étude comprend entre autres une liste des officiers par ordre de mérite, et les renseignements suivants sur chaque officier : position sur la liste de mérite, numéro matricule, nom, initiales, classement, code des emplois militaires (CEM), grade actuel, anciennetés actuelle et précédente, date d'entrée dans la zone de promotion et observations. S'il y a lieu, le rapport de la Commission d'étude renferme des renseignements personnels sous forme de conclusions et de recommandations. Ce fichier contient également les offres, l'acceptation ou le refus, d'une période d'engagement spécial de durée indéterminée et indéfinie (selon le cas). Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant le nom au complet de l'officier, son numéro matricule, son grade pour chaque année indiquée dans la demande, y compris la date de promotion à chaque

grade, le ou les CEM antérieurs (s'il y a lieu), la date de changement de CEM (s'il y a lieu), la date initiale de toute période de prolongation de service (s'il y a lieu) et les dates de libération et de réengagement (s'il y a lieu). **Catégorie de personnes :** Les officiers des Forces canadiennes (Forces régulières). **But :** Ce fichier contient des renseignements personnels et les listes des officiers par ordre de mérite établies par les commissions d'étude des promotions des officiers. Ces 25 commissions se réunissent une fois par année pour évaluer les officiers par ordre de mérite en se basant sur leur rendement et leurs compétences. Les renseignements personnels et les listes des officiers par ordre de mérite servent à choisir les officiers qui seront promus ou participeront à des cours, à déterminer les aptitudes d'une personne pour un emploi ou à effectuer la conversion des engagements de service. Ils sont aussi utilisés par les commandants pour le développement professionnel et l'avancement de carrières. **Normes de conservation et de destruction :** Les dossiers sont conservés depuis 1979 et sont disponibles. Ceux-ci et les futurs dossiers seront conservés pour vingt (20) ans aux fins statistiques et de promotion, et détruits par la suite. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000208 **Numéro de fichier :** MDN PPE 840

Conseils médicaux de révision des carrières

Description : Ce fichier contient la catégorie médicale de la personne en question, les recommandations des autorités médicales militaires, du Médecin-chef du Commandement, du Directeur des carrières militaires, le rapport de l'Agent de sélection (dans certains cas), renseignements personnels soumis par le membre, les recommandations des autorités militaires, un certificat médical préparé par le personnel du chef du Service de santé, ainsi que les décisions du conseil médical. Les personnes concernées sont invalides ou incapables d'exercer leurs fonctions. Le fichier inclut également les militaires aptes à s'acquitter de leurs fonctions, avec et sans restrictions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire, le sujet, date, mois et année du comité. **Catégorie de personnes :** Les membres des Forces canadiennes et les membres de la Force de réserve en service de réserve classe «C» du grade de major ou d'un grade inférieur et dont la catégorie médicale est inférieure à celle requise pour exercer les fonctions de leur classification. **Normes de conservation et de destruction :** Les dossiers sont conservés uniquement à des fins statistiques et historiques. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000183 **Numéro de fichier :** MDN PPE 814

lections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce

Normes de conservation et de destruction : Un an après la date de libération du

titulaire, les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du

Canada. Les dossiers de la Force de réserve sont transférés au Centre des documents du personnel, trois

ans après la libération. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716. **No. APC :**

99-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000204 **Numéro de fichier :**

MDN PPE 836

Code régissant les conflits d'intérêts et

après-mandat – Militaire

Description : Ce fichier comprend le document

attestant que les titulaires de charge publique

compriment le Code, des documents confidentiels

indiquant les biens, les exibilités et la participation à

des activités extérieures selon les dispositions de l'OACF

9-37, et peut contenir des rapports d'enquêtes et des

pièces de correspondance concernant des conflits réels

ou éventuels entre les intérêts privés ou les biens d'un

militaire et ses fonctions et responsabilités officielles. Il

peut aussi contenir des rapports et de la

correspondance concernant des offres d'emploi concrets

et éventuels. Pour consulter ce fichier, il faut donner les

nom et prénoms, le numéro de matricule et le grade.

Catégorie de personnes : Les militaires membres des

Forces canadiennes régulières et les membres de la

réserve en période de service continu. **But :** Ce fichier

enferme des renseignements nécessaires pour appliquer

à Code régissant les conflits d'intérêts et l'après-mandat

pour les personnes titulaires d'une charge publique au

sein des Forces canadiennes, il a également pour objet

de tenir un registre des conflits d'intérêts éventuels et de

pour règlement, ou de toute mesure d'observation

Usages compatibles : Les

enseignements du fichier servent également à résoudre

des conflits d'intérêts réels et éventuels, et à appuyer les

décisions prises au sujet des mutations, des mesures

disciplinaires et des cessations d'emploi si des conflits

d'intérêts existent. Ils permettent aux agents désignés

de déterminer si un ancien membre respecte les

mesures d'observation d'après-mandat qui lui sont

applicables. Cela influe sur la capacité courante d'un

titulaire de charge publique quant à la manière de traiter

avec l'ancien membre. **Normes de conservation et de**

destruction : Le Ministère conserve ces documents

pendant la durée d'emploi, plus deux ans, après quoi

les documents sont détruits. **No. APC :** 85-001 **Renvoi**

au dossier # : MDN CNS 520 **Enregistrement (SCT) :**

001966 **Numéro de fichier :** MDN PPE 864

Comité de sélection des officiers – Programmes de

perfectionnement universitaire et de formation de

spécialistes

Description : Ce fichier contient les dossiers sur les

comités annuels de sélection pour les programmes

d'études suivants : études supérieures, formation

universitaire (officiers), programme militaire d'études en médecine, études en droit, études dentaires, études pharmaceutiques et études d'aumônier. Chaque dossier peut contenir les critères de sélection, les délibérations, les conclusions, les listes des officiers choisis, (le programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis), les lettres de l'offre ou du refus aux candidats et les instructions d'affectation

subséquentes. Il renferme uniquement des

renseignements sur les officiers qui ont présenté une

demande. Les personnes qui désirent consulter ces

dossiers doivent indiquer leur nom et prénoms, grade,

numéro matricule, code d'emploi militaire, programme en

particulier et l'année où elles ont présenté leur demande.

Catégorie de personnes : Les officiers des Forces

canadiennes qui ont présenté une demande pour les

programmes d'études énumérées. **But :** Ce fichier a pour

but d'enregistrer les décisions du comité annuel de

sélection des officiers s'étant portés candidats pour

chaque programme d'études. **Normes de conservation**

et de destruction : Les dossiers sont conservés

pendant trois années civiles aux fins d'études

statistiques, puis sont détruits. **No. APC :** 69-014

Renvoi au dossier # : MDN CNS 520 **Enregistrement**

(SCT) : 002273 **Numéro de fichier :** MDN PPE 848

Commissions d'enquête/enquêtes sommaires

Description : Ce fichier contient un compte rendu des

délimitations du sujet des enquêtes, et les preuves

fournies, les conclusions présentées et les

recommandations faites par des commissions d'enquête

ou par l'enquêteur. Les dossiers sont classés par

incidents et endroits, et on peut y avoir accès en

indiquant le numéro de matricule, le nom, le grade, le

code d'emploi militaire de la personne en question, ainsi

que le genre et l'année de l'incident. **Catégorie de**

personnes : Les membres des Forces canadiennes.

But : Ce fichier constitue un dossier sur les enquêtes

ouvertes ou statuées par des autorités désignées selon

les règlements et ordonnances. Ces enquêtes peuvent

avoir pour but d'étudier toute question ayant trait à la

conduite, à la discipline, à l'administration ou aux

fonctions des Forces canadiennes, ou à tout

commandement, formation, base, autre unité ou élément

de ces dernières, ou toute question concernant un

membre quelconque des Forces canadiennes. Il permet

de définir le motif des enquêtes ainsi que les

responsabilités des personnes concernées, et sert à

déterminer les mesures correctives qui s'imposent.

Normes de conservation et de destruction : Ces

dossiers sont conservés pendant trois années civiles.

Les dossiers d'enquêtes portant sur les blessures sont

gardés jusqu'à la libération du militaire puis envoyés au

Centre national des documents du personnel aux

Archives nationales du Canada. Les dossiers d'enquêtes

portant sur les décès sont gardés jusqu'à ce que les

formalités administratives soient terminées; ils seront

ensuite transférés au Centre national des documents.

Les dossiers deviennent partie intégrante du fichier

numéro APC PCE 716 ou APC PCE 717. **No. APC :**

Corporation commerciale canadienne

Chapitre 64

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Voyages et réinstallations

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Langues officielles

Harcelement

Griets

Formation et perfectionnement

Fichiers particuliers

Assistance judiciaire aux membres des Forces

canadiennes

Description : Chaque dossier dans ce fichier contient

normalement un bref énoncé du problème judiciaire en

question et des avis donnés ou des mesures prises à

l'égard de ce problème. La plupart des dossiers

concernent des cas où une entrevue a été tenue avec le

militaire qui nécessite les services d'un avocat. Pour

consulter ce fichier, il faut indiquer ses nom et prénoms,

son numéro matricule et le lieu de l'entrevue. **Catégorie**

de personnes : Les membres des Forces canadiennes

et des militaires américains en poste au Canada. **But :**

Ce fichier a pour objet de documenter la prestation de

services de consultation personnels par des avocats

militaires des Forces canadiennes et à des militaires

américains en poste au Canada. **Normes de**

conservation et de destruction : Les dossiers sont

détruits après deux ans. **No. APC : 69-014 Renvoi au**

dossier # : MDN JAG 015 Enregistrement (SCT) :

000221 **Numéro de fichier : MDN PPE 857**

Aumônerie militaire

Description : Ce fichier contient les dossiers des

aumôniers des Forces canadiennes ainsi que des pièces

de correspondance sur des sujets qui les concernent ou

les intéressent. Pour y avoir accès, il faut indiquer nom

et prénoms, numéro matricule, grade et religion.

Catégorie de personnes : Les aumôniers des Forces

canadiennes. **But** : Ces documents servent de guide

pour toute décision ayant trait aux aumôniers ou à leur

travail. **Normes de conservation et de destruction :**

Les dossiers sont détruits après trois ans. **No. APC :**

But : Le fichier contient le double d'accompagnement des dossiers sur tous les membres du personnel de membres de la Force régulière et de la Force de réserve militaire et l'unité. **Catégorie de personnes** : Les prénoms, numéro matricule, grade, code d'emploi desirant consulter le fichier doivent indiquer leurs nom et Les autres dossiers sont éliminés. Les personnes qui gardes pendant toute la durée de la carrière du militaire, qui sont utilisées pour la gestion du personnel sont obligatoires. Les dossiers n'ayant pas été remplacés et rapports d'appréciation du rendement de la Force de réserve et la documentation ayant trait aux versements obliques. Les dossiers n'ayant pas été remplacés et dossier des emplois à l'unité (DEU), et peu contenir les enveloppes d'évaluation de conditionnement physique, des fiches de conduite, des renseignements généraux sur l'emploi, des déclarations de résidence ordinaire, des actes de séparation, des jugements en matière de divorce (provisaires et définitifs), des rapports de cours, des certificats de naissance et de mariage. **Description** : Ce fichier contient des documents sur

Banque du personnel militaire des unités

Numéro de fichier : MDN PPE 807

MDN AGC 485 Enregistrement (SCT) : 000176

69-014 Renvoi au dossier # : MDN AGP 470,

des déclarations de résidence ordinaire. Selon la Loi, les leurs numéros d'assurance sociale) sont établies à partir canadiennes et de leurs électeurs à charge (y compris électoral du Canada, les listes des électeurs des Forces unités. **Usages compatibles** : Conformément à la Loi établir les états nominatifs du personnel de l'effectif aux libération. L'information de ce fichier est utilisée pour l'effectif à compter de la date d'engagement jusqu'à la des dossiers sur tous les membres du personnel de

des dossiers sur tous les membres du personnel de membres de la Force régulière et de la Force de réserve militaire et l'unité. **Catégorie de personnes** : Les prénoms, numéro matricule, grade, code d'emploi desirant consulter le fichier doivent indiquer leurs nom et Les autres dossiers sont éliminés. Les personnes qui gardes pendant toute la durée de la carrière du militaire, qui sont utilisées pour la gestion du personnel sont obligatoires. Les dossiers n'ayant pas été remplacés et rapports d'appréciation du rendement de la Force de réserve et la documentation ayant trait aux versements obliques. Les dossiers n'ayant pas été remplacés et dossier des emplois à l'unité (DEU), et peu contenir les enveloppes d'évaluation de conditionnement physique, des fiches de conduite, des renseignements généraux sur l'emploi, des déclarations de résidence ordinaire, des actes de séparation, des jugements en matière de divorce (provisaires et définitifs), des rapports de cours, des certificats de naissance et de mariage. **Description** : Ce fichier contient des documents sur

des déclarations de résidence ordinaire. Selon la Loi, les leurs numéros d'assurance sociale) sont établies à partir canadiennes et de leurs électeurs à charge (y compris électoral du Canada, les listes des électeurs des Forces unités. **Usages compatibles** : Conformément à la Loi établir les états nominatifs du personnel de l'effectif aux libération. L'information de ce fichier est utilisée pour l'effectif à compter de la date d'engagement jusqu'à la des dossiers sur tous les membres du personnel de

Construction de Défense Canada

Chapitre 63

Fichiers particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de Construction de la défense. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000693 **Numéro de fichier :** CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil national de recherches Canada

Chapitre 62

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Conseil. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les normes sont détruites deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000959 **Numéro de fichier :** CNR PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation en personnel; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateurs relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des comités de dotation en personnel; les examens et les résultats d'examens; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur l'âge, le sexe et le niveau des études. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés du Conseil national de recherches. **But :** Ce fichier contient les renseignements qui sont utilisés pour la dotation de postes au sein du Conseil national de recherches. **Usages compatibles :** Les renseignements peuvent aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après la dernière action administrative et sont ensuite détruits. **No. APC :** 86-001 **Renvoi au dossier # :** CNR PSA 745 **Enregistrement (SCT) :** 002438 **Numéro de fichier :** CNR PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du Conseil national de recherches. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, et au licenciement au cours d'une période probatoire d'emploi pour une durée déterminée. **Usages compatibles :** Les renseignements servent également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de cinq ans. Après cette période, les dossiers sont détruits. **No. APC :** 85-001 **Enregistrement (SCT) :** 002201 **Numéro de fichier :** CNR PPE 803

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilées à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont libérés de fournir ces renseignements, s'ils appartiennent à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers. **Catégorie de personnes :** Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein du CNRC et de leurs homologues sur le marché du travail en général. **Usages compatibles :** Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en matière administrative et sont ensuite détruits. **No. APC :** 86-001 **Renvoi au dossier # :** CNR PSA 745 **Enregistrement (SCT) :** 002438 **Numéro de fichier :** CNR PPE 804

Conseil national de commercialisation des produits agricoles

Chapitre 61

Programme de perfectionnement par affectation

Description : Le fichier peut contenir des curriculum vitae, de évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères.

But : Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. **Usages compatibles :** Les renseignements servent à établir les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant deux ans après la fin de l'affectation ou deux ans d'inactivité (aucune affectation). **Renvoi au dossier # :** CFP PCE 762 **Enregistrement (SCT) :** 002869 **Numéro de fichier :** SCT PPE 805

Voyages et réinstallations et autres dépenses

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse, de frais de cotisations, de frais d'inscription ainsi que de paiements divers. **Catégorie de personnes :** Employés du Secrétariat du Conseil du Trésor. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Une partie des renseignements sur les employés du Conseil national de commercialisation des produits agricoles est détenue par Agriculture Canada.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Évaluation du rendement
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Dossier personnel d'un employé
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Usages compatibles : L'information sert aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. APC :** 85-001 **Renvoi au dossier # :** SCT DPP 080, 090 **Enregistrement (SCT) :** 001135 **Numéro de fichier :** SCT PPE 801

Fichiers particuliers

Plaintes – Commission canadienne des droits de la personne

Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour but d'ennagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. **Numéro de fichier :** SCT PPE 803

Plaintes de harcèlement

Ce fichier contient la correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcèlement. Ce fichier a pour but d'ennagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. **Renvoi au dossier # :** SCT DPP 340 **Numéro de fichier :** SCT PPE 804

Primes pour services exemplaires

Description : Le fichier comprend des informations sur les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. **Catégorie de personnes :** Tous les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires. **But :** Ce fichier a été établi pour qu'il soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Les dossiers sur les opérations sont conservés au moins deux ans, les dossiers sur les finasses, six ans, et les dossiers sur les précédents, 25 ans. À la fin des périodes susmentionnées, tous ces dossiers sont détruits. **Renvoi au dossier # :** SCT CDS 021 **Enregistrement (SCT) :** 001581 **Numéro de fichier :** SCT PPE 802

le Conseil du Trésor maintient des systèmes

d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système d'information sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510

Enregistrement (SCT) : 002321 Numéro de fichier :

SCT PCE 716

demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. **Usages**

Compatibles : On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système

Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction

publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible

d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration

des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. **Normes de**

conservation et de destruction : Les dossiers

principaux pour l'exercice financier sont conservés

pendant une période de 25 ans. Les périodes de

conservation et de destruction doivent être approuvées

par les Archives nationales du Canada. **Renvoi au**

dossier # : SCT DRT 510 **Enregistrement (SCT) :**

002325 **Numéro de fichier :** SCT PCE 720

Système Versements/Retenues

Description : Ce fichier renferme le dossier de

rémunération et d'avantages sociaux de chaque

employé de l'Administration fédérale. Le dossier de

'employé renferme des renseignements personnels tels

que le sexe, le numéro d'assurance sociale, la date de

naissance, le traitement, le nom, et la classification de

'employé. On y retrouve également les numéros de

référence de divers régimes d'assurance générale et

médicale, ainsi que les versements et retenues

applicables à l'employé. Le numéro d'assurance sociale

(NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un

système d'identification reposant sur l'attribution d'un

code unique à chaque employé de l'Administration

fédérale. **Catégorie de personnes :** Toutes les

personnes dont le Conseil du Trésor est présentement

'employeur en vertu de la Loi sur les relations de travail

dans la Fonction publique, annexe 1, partie 1. On inclut

également certains personnes employées par les

employeurs distincts précisés à l'annexe 1, partie 2 de la

dite loi. **But :** La cueillette des informations d'intérêt pour

les activités de gestion du personnel se fait en vertu des

autorisations et obligations précisées à la Loi sur la

gestion des finances publiques (auparavant la Loi sur

l'administration financière), ainsi qu'à la Loi sur les

relations de travail dans la Fonction publique. En outre,

compatibles : Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres de la catégorie de la gestion et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. Le fichier de renseignements sert à modéliser et à analyser les changements que l'on propose d'apporter aux régimes d'avantages sociaux. Les propositions sont élaborées en consultation avec le Bureau du Conseil privé. Les données complètes sont présentées au Comité sur les avantages sociaux à l'intention des cadres de gestion (comité Burns) qui l'examine et fait des recommandations. **Normes de conservation et de destruction :** Cinq ans – doivent être approuvées par l'archiviste fédéral. Au cours de récentes discussions avec les représentants des Archives publiques, on a constaté que ces données avaient une valeur historique. **Enregistrement (SCT) :** 002853 **Numéro de fichier :** SCT PCE 730

Système sur les congés sans solde

Description : Ce fichier renferme le dossier des congés

sans solde de chaque employé de l'administration

fédérale. Le dossier de l'employé renferme des

renseignements personnels tels que l'âge, le sexe, le

numéro d'assurance sociale, la date de naissance, le

nom, le traitement, les dates de nomination et la

classification de l'employé. On y retrouve également les

raisons des congés sans solde, ainsi que les dates

d'entrée en vigueur et de retour au travail. Le numéro

d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il

soit remplacé par un système d'identification reposant

sur l'attribution d'un code unique à chaque employé de

l'Administration fédérale. **Catégorie de personnes :**

Toutes les personnes dont le Conseil du Trésor est

'employeur en vertu de la Loi sur les relations de travail

dans la Fonction publique. On inclut également certaines

personnes employées par les employeurs distincts

précisés à l'annexe 1, partie 2 de la dite loi. **But :** La

cueillette des informations d'intérêt pour les activités de

gestion du personnel se fait en vertu des autorisations et

obligations précisées à la Loi sur la gestion des finances

publiques (auparavant la Loi sur l'administration

financière), ainsi qu'à la Loi sur les relations de travail

dans la Fonction publique. En outre, le Conseil du Trésor

maintient des systèmes d'information sur les employés

de la Fonction publique conformément aux pouvoirs

généraux que lui confèrent les dites lois. Ce fichier est la

source principale de données sur les congés sans solde

pour les utilisateurs du Secrétariat du Conseil du Trésor

et la surveillance des politiques gouvernementales. Les

données servent à étayer les activités de planification et

de gestion des ressources humaines, qui comprennent

la négociation collective, l'analyse de la rémunération, les

programmes d'équité en matière d'emploi, ainsi que la

planification, la mise en œuvre, l'évaluation et la

surveillance des politiques relatives au personnel. On

s'en sert en outre pour répondre à des demandes de

renseignements particuliers, pour mener des recherches,

des études spéciales et des enquêtes portant sur les

questions relatives au personnel, ainsi que pour les

1, partie 1. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'utilisation du surtemps et des services supplémentaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, Statistique Canada, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de traitement de la Fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 002322 **Numéro de fichier** : SCT PCE 717

Système de surveillance du réaménagement des effectifs (SSRE)

Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le

Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). **Catégorie de personnes** : Tous les employés, à l'exception des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la Partie 1 de l'Annexe 1 de la LRTFP, qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) et qui démissionnent avant la fin de la période de priorité d'excédentaire, entre le 18 juillet 1987 et le 31 mars 1991; qui, conformément à la politique de réaménagement des effectifs, reçoivent une rémunération forfaitaire en remplacement de la partie non expirée de la période de priorité d'excédentaire. **But** : Le 18 juillet 1987, le Conseil du Trésor du Canada a autorisé les administrateurs généraux à approuver une rémunération forfaitaire maximale de six mois en remplacement de la partie non expirée de la période de priorité d'excédentaire, dans le cas d'employés qui ont démissionné avant la fin de leur période de priorité d'excédentaire, entre le 18 juillet 1987 et la date de "clôture", le 31 mars 1991. Ce système a servi à surveiller la mise en oeuvre de cette disposition particulière de la politique de réaménagement des effectifs et à déterminer si les ministères s'y conforment en permanence. **Usages compatibles** : Le SSRE a été mis au point à l'intention du Groupe de la politique et des procédures (GPP) du Secrétariat du Conseil du Trésor. Des rapports périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis au GPP. **Normes de conservation et de destruction** : Les fichiers principaux mensuels du SSRE sont conservés pendant six mois. Les Archives nationales revolent actuellement la valeur archivistique de ce système. À la fin de cet exercice, de normes de conservation et d'élimination seront élaborées en conséquence. **Enregistrement (SCT)** : 002855 **Numéro de fichier** : SCT PCE 732

Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion

Description : Le système renferme des données à jour pour tous les membres de la catégorie de la gestion qui travaillent dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. Ces données sont mises à jour tous les mois dans le système des titulaires et tous les trois mois, dans le système de gestion de l'information sur les ressources. Le numéro d'assurance sociale (NAS) sera utilisé jusqu'à ce qu'on l'abandonne et on le remplacera par un identificateur unique pour les fonctionnaires fédéraux. **Catégorie de personnes** : Membres de la catégorie de la gestion qui travaillent actuellement dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. **But** : Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres de la catégorie de la gestion et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. **Usages**

planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenes; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion, le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Les formes de conservation et de destruction : Les dossiers trimestriels principaux et les dossiers de modification sont conservés pendant une période de cinq ans. Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002323 **Numéro de fichier :** SCT PCE 718

Système de rapports sur les services supplémentaires

Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** La cuelle des informations d'intérêt pour les activités de gestion du personnel se ait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (apparaissant à la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent es dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la

planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenes; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion, le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Les formes de conservation et de destruction : Les dossiers trimestriels principaux et les dossiers de modification sont conservés pendant une période de cinq ans. Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002318 **Numéro de fichier :** SCT PCE 725

Système de rapports sur les congés

Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** La cuelle des informations d'intérêt pour les activités de gestion du personnel se ait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (apparaissant à la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent es dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la

d'un certain nombre de sous-systèmes renfermant des données de gestion sur les fonctionnaires fédéraux : fiches des employés, relevés des présences et des congés, heures supplémentaires, rémunération et avantages sociaux, exclusions, formation et perfectionnement, langues officielles et évaluations de rendement. **Catégorie de personnes :** Tous les employés fédéraux dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. **But :** Le fichier a été dressé dans le but de fournir à l'employeur des données statistiques sur la gestion du personnel dont se sert le Conseil du Trésor lors des négociations collectives avec les syndicats de la fonction publique; on l'utilise aussi pour constituer un dossier d'emploi de chaque fonctionnaire dans les institutions gouvernementales, et permettre un contrôle des employés d'après leur lieu de travail. **Usages compatibles :** Ce fichier fournit des renseignements statistiques provenant du fichier des données sur les groupes visés par l'équité en matière d'emploi en vue de mettre en place et d'évaluer les politiques fédérales dans ce domaine. **Normes de conservation et de destruction :** Les fichiers sont retenus dix ans, puis détruits. **Renvoi au dossier # :** SCT DDA 921, 925 **Enregistrement (SCT) :** 001957 **Numéro de fichier :** SCT PCE 705

Système d'information sur le personnel supérieur

Ce fichier renferme des données de gestion sur les cadres supérieurs de la fonction publique. Ces renseignements se rapportent à tous les employés fédéraux de la catégorie de la gestion ou l'équivalent dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. Le système fournit de l'information et représente un outil de dotation, de surveillance et d'analyse des programmes en ce qui a trait à la classification, aux nominations, à la rémunération et à l'évaluation du rendement du personnel supérieur de la fonction publique. Il fournit aussi de l'information servant à établir et à surveiller les niveaux de l'effectif de chaque ministère. Le système fournit de l'information, sur les cadres supérieurs, nécessaire à la surveillance et à l'analyse de la classification, des nominations, de la rémunération et des évaluations de rendement. De plus, il est utile à la recherche et à la compilation de statistiques. **Numéro de fichier :** SCT PCE 715

Système d'information sur les langues officielles (SILO)

Description : Le SILO est un fichier central contenant des renseignements sur les postes établis et leurs titulaires. Le fichier contient des renseignements notamment sur les exigences linguistiques des postes, les niveaux de connaissance linguistique, les profils linguistiques, la première langue officielle, la situation des employés, la classification des postes, la classification linguistique des titulaires et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale.

est un personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration nationale) ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés et la Fonction publique conformément aux pouvoirs énoncés que lui confèrent les dites lois. Ce fichier est la source principale de données sur la formation et le perfectionnement pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études détaillées et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenes; Système de rapports sur les congés; Système d'information sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Systèmes sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002324 **Numéro de fichier :** SCT PCE 719

Système d'information sur la gestion du personnel
Description : Le Système d'information sur la gestion du personnel est un système central mixte composé

ministères sont priés de mettre en oeuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. **Normes de conservation et de destruction :** Cinq ans, sous réserve de l'approbation de l'archiviste national. **Numéro de fichier :** SCT PCE 733

Système d'information des exclusions
Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** Les informations d'intérêt pour la gestion des finances publiques (apparaissant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de versements/Retenuës; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique.

Les membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension ommees à la section "Catégorie de personnes" ci-dessus. **Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des données d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le système d'information des titulaires, le fichier des systèmes informatisés statistiques (CFF PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chemises cartonnées sur les pensions de retraite (ASC PCE 702)
Dossiers de service des membres de la GRC
GRC PPE 802) de la Gendarmerie royale du Canada.
toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les documents sont gardés pendant 25 ans avant d'être détruits, à l'exception des documents relatifs aux gouverneurs généraux, aux gouverneurs et aux membres du Parlement, qui sont transmis à la Direction des ressources historiques. **Numéro de fichier :** SCT PCE 734

Système d'examen des normes de classification
Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant directement des données par l'intermédiaire du système de collecte de données sur les postes (SCDP) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le numéro d'assurance sociale (NAS) sera retiré progressivement et remplacé par un code d'identification appliqué à chaque fonctionnaire fédéral. **Catégorie de personnes :** Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. **But :** La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. **Usages compatibles :** La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les

Primes d'encouragement

Description : Ce fichier contient de l'information sur les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la Fonction publique. **Catégorie de personnes :** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral. **But :** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Les dossiers opérationnels sont conservés pendant au moins deux ans, et ensuite détruits; les dossiers financiers pendant six ans, puis détruits, et les dossiers sur l'établissement de précédents sont conservés pendant vingt-cinq ans, et ensuite détruits (sujet à l'approbation des Archives nationales du Canada). **No. APC :** 76-016 (modification 1) **Enregistrement (SCT) :** 001133 **Numéro de fichier :** SCT PCE 702

Programme d'incitation à la retraite anticipée

Description : Ce fichier contient des renseignements sur le programme d'incitation à la retraite anticipée volontaire destiné à la catégorie de la gestion incitatives. **Catégorie de personnes :** Membres de la catégorie de la gestion classés aux niveaux SM-EM 5 qui ont quitté la Fonction publique aux termes des dispositions du programme d'incitation à la retraite anticipée volontaire. **But :** Le fichier a pour but de réunir des renseignements sur les noms et la composition du groupe relevé, et sur les coûts associés au programme d'incitation. **Usages compatibles :** Il sert à administrer l'interdiction, tant de recruter à nouveau par voie de nomination, que de passer des marchés de services avec les anciens fonctionnaires qui ont reçu une indemnité forfaitaire d'incitation à la retraite anticipée volontaire, et à déterminer l'incidence du programme sur les ressources humaines. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de 10 ans, après quoi ils sont envoyés aux Archives nationales. **No. APC :** 69-003 (modification 14) **Renvoi au dossier # :** SCT DPP 380 **Enregistrement (SCT) :** 001963 **Numéro de fichier :** SCT PCE 722

Programme des langues officielles d'affectations de formation

Description : Ce fichier renferme le contenu de demandes et de renseignements d'appui des employés, qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles dans les ministères, organismes, sociétés d'Etat et leurs filiales, qui tombent

Régimes de pensions spéciaux

Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants. **Catégorie de personnes :** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenants-gouverneurs, aux régimes de pensions établis par la Société de caisse de retraite de la commission internationale des pêcheurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés. **But :** Ce fichier sert à autoriser le versement des prestations de retraite

Prolongation du délai pour présenter un grief

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. **But :** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. **Usages compatibles :** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 440, 470 **Enregistrement (SCT) :** 001744 **Numéro de fichier :** SCT PCE 721

Enregistrement (SCT) : 001586 **Numéro de fichier :** SCT PCE 713

Enregistrement (SCT) : 001586 **Numéro de fichier :** SCT PCE 713

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. **But :** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. **Usages compatibles :** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DLO 260

dans la Fonction publique et les représentations des agents négociateurs et des plaignants. **Catégorie de personnes :** Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées. **But :** Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. **Usages compatibles :** Il sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 470 **Enregistrement (SCT) :** 001961 **Numéro de fichier :** SCT PCE 711

Politique concernant les voyages – cas particuliers
Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des notes d'analyses concernant des cas particuliers de demande d'exemption à la politique concernant les voyages. **Catégorie de personnes :** Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. **But :** Le but de ce fichier est de tenir un relevé des cas particuliers dans lesquels des décisions ont été prises au sujet d'exemptions à une politique donnée. **Usages compatibles :** Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. **Normes de conservation et de destruction :** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). **Renvoi au dossier # :** SCT DPP 360 **Enregistrement (SCT) :** 002570 **Numéro de fichier :** SCT PCE 726

Présentations au Conseil du Trésor
 Ce fichier renferme des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et organismes en vue d'obtenir des autorisations en matière d'administration de personnel ou autres, que le Conseil du Trésor est habilité à accorder. Ce fichier a pour but d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. **Numéro de fichier :** SCT PCE 701

de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique. **Usages compatibles :** Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles liée à la formation linguistique. Toutes les liaisons effectuées avec le SFL et le SLO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. **Enregistrement (SCT) :** 002852 **Numéro de fichier :** SCT PCE 704

Pension de la Fonction publique – cas particuliers
Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, dans les cas où le Conseil du Trésor avait incriminé le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. **Catégorie de personnes :** Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. **But :** Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique. La Division des pensions transmet ces cas de pension au Conseil du Trésor. **Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en oeuvre et évaluer les politiques du gouvernement sur la pension. **Normes de conservation et de destruction :** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). **No. APC :** 69-003 **Renvoi au dossier # :** SCT DPP 380 **Enregistrement (SCT) :** 002568 **Numéro de fichier :** SCT PCE 729

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur des décisions de la Commission des relations de travail

un groupe spécial, doivent fournir leur numéro d'assurance sociale pour s'assurer une réponse donnant suite à leur demande. Les normes de conservation restent à être établies. **Numéro de fichier :** SCT PCE 706

SCT PCE 706

Griefs

Description : Ce fichier contient des renseignements sur

les griefs soumis à l'arbitrage mais retirés par les

employés qui les ont présentés. **Catégorie de**

personnes : Tous les employés de la Fonction publique

(Annexe 1 de la Partie 1 de la Loi sur les relations de

travail dans la Fonction publique) qui ont renvoyé leurs

griefs à l'arbitrage. **But :** Ce fichier a pour objet de tenir

un registre des griefs soumis à l'arbitrage qui ont été

retirés qu'ils aient été réglés ou non, et qui, par

conséquent, n'ont pas nécessité de décision d'arbitrage.

Usages compatibles : Les renseignements servent à

fournir de l'information générale pour des recherches.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant cinq ans après quoi un

échantillonnage de 10% est transféré aux Archives

nationales du Canada pour être gardé, et le reste est

détruit. **No. APC :** 69-003 (modification 11) **Renvoi au**

dossier # : SCT DRT 470 **Enregistrement (SCT) :**

001962 **Numéro de fichier :** SCT PCE 712

Griefs de classification

Description : Ce fichier contient l'information sur tous

les aspects des griefs, soit les descriptions de tâches,

les organigrammes, les formules de mesures de

classification, les décisions de griefs, de même que

toute information pertinente. **Catégorie de personnes :**

Tous les employés fédéraux dont le Conseil du Trésor

est considéré comme l'employeur en vertu de la Loi sur

les relations de travail dans la Fonction publique et qui

ont présenté des griefs de classification. **But :** Ce fichier

sert à conserver des documents relatifs à tous les griefs

de classification, à la fois ceux pour lesquels les

ministères ont la délégation de pouvoir, de même que

ceux pour lesquels ils n'en ont pas. **Usages**

compatibles : L'information sert à administrer

l'application de la politique des griefs de classification et

à fournir des données statistiques et des données

générales aux ministères. L'information sert à la

recherche de précédents, de même que de moyen de

vérification afin de s'assurer que le caractère final et

irrévocable des décisions de griefs de classification soit

respecté. **Normes de conservation et de destruction :**

Les documents sont conservés pendant une période de

10 ans, puis détruits. **No. APC :** 78-020 **Renvoi au**

dossier # : SCT DPP 415 **Enregistrement (SCT) :**

001134 **Numéro de fichier :** SCT PCE 707

Griefs du Conseil national mixte

Description : Ce fichier renferme des renseignements

sur les griefs présentés au dernier palier de la procédure

de recours du Conseil national mixte. Les dossiers

comportent habituellement des formules de griefs sur

lesquelles figurent le nom, l'adresse, le numéro de

téléphone, la classification du poste, le nom du Ministère

et le lieu de travail du plaignant, ainsi que les réponses

obtenues aux autres paliers et des renseignements de

Module informatisé sur la formation linguistique (MIFL)

Description : Le MIFL est un fichier central qui contient

des renseignements relatifs à la formation linguistique

donnée aux fonctionnaires aux frais de l'État. Le fichier

contient notamment des données sur les niveaux de

compétences visés par la formation, les heures de

formation utilisées et le genre de formation. Le numéro

d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il

soit remplacé par un système d'identification reposant

sur l'attribution d'un code unique à chaque employé de

l'administration fédérale. Source des données : les

données sont enregistrées au MIFL par les ministères et

organismes au moyen de la formule FIFL-AB. Il y a

interaction entre le Système de formation linguistique

(SFL) de la Commission de la Fonction publique et le

MIFL pour la formation reliée aux besoins statutaires et

aux besoins généraux de l'administration. La formation

reliée à d'autres besoins est rapportée au MIFL par les

ministères et organismes. Il y a également interaction

entre le Système d'information sur les langues officielles

(SILIO) et le MIFL du Secrétariat du Conseil du Trésor.

Catégorie de personnes : Ces renseignements portent

sur les fonctionnaires anciennement et actuellement

employés par les ministères et organismes énumérés à

l'annexe I, partie I de la Loi sur les relations de travail

dans la Fonction publique et, à partir d'avril 1990, aux

employés des organismes énumérés à l'annexe I, partie

II de la Loi sur les relations de travail.

gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (apparaissant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main d'œuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Versements/Retenes; Système de rapports sur les services supplémentaires; Système de rapports sur le congés; Système d'information sur les langues officielles; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFCF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002317 **Numéro de fichier :** SCT PCE 724

Fichier de données sur les groupes visés par l'équité en matière d'emploi

Le sondage auprès des employés de la Fonction publique fédérale (annexe 1, partie 1, population, LRTFP) permet aux personnes qui se disent métis, inuit ou

autochtone, handicapée ou membre de minorités visibles, de s'identifier comme telles. En avril 1985, un recensement à l'échelle de la Fonction publique a été effectué en vue de constituer ce fichier central de données (SCT PCE 706). Actuellement, diverses méthodes permettant de tenir le fichier à jour sont à l'étude, notamment l'auto-identification volontaire des nouveaux employés, l'auto-identification obligatoire du personnel qui a accès aux programmes et services spécialisés destinés aux groupes susmentionnés, et les sondages de moindre importance grâce auxquels on s'assurera que tous les fonctionnaires fédéraux font l'objet d'un sondage tous les quatre ou cinq ans. Le fichier de renseignements personnels servira à identifier les membres de la Fonction publique qui sont métis, inuits ou autochtones, handicapés ou membres de minorités visibles, à des fins d'analyse. Ces renseignements portent sur les employés énumérés dans l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique, et facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numériquement dans la population. Le fichier servira également à analyser et à contrôler la situation et l'avancement des populations cibles du sondage, par rapport au reste de la Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la formation, de la mobilité, etc. Des comparaisons seront effectuées de façon périodique, en vue de déterminer l'efficacité de l'Action positive et des programmes spéciaux, et de déceler les secteurs susceptibles d'amélioration. La catégorie d'auto-identification et l'identification personnelle obtenue par sondage sont mises en corrélation, à l'aide de fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les langues officielles (SILCO), l'ensemble du Secrétariat du Conseil du Trésor, ainsi que des fichiers de statistiques relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles et le Système de gestion de l'information sur les nominations. Le fichier renferme des données extraites de la formule de sondage, tels le numéro d'assurance sociale, et la situation d'autochtone. Le Fichier fera l'objet d'une mise en corrélation d'après l'identificateur commun, (le numéro d'assurance sociale,) avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, les années de service, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrits ci-dessus. Lorsqu'un répondant n'a pas indiqué son numéro statistique, le fichier acquiert des renseignements ordinaires auprès des autres fichiers, tels les fichiers statistiques d'Action positive (POE 918), mais on ne fait, à partir de ce fichier, aucune divulgation de renseignements personnels qui permettent, selon une estimation raisonnable, d'identifier la personne à laquelle ils se rapportent. Les personnes qui veulent avoir accès à leur situation d'identification relative à l'appartenance à

Conseil du Trésor du Canada (Secrétariat)

Chapitre 60

Fichiers centraux

Accréditation

Description : Ce fichier a pour objet de tenir un registre précis de chaque unité de négociation et chaque

accréditation d'agent négociateur conformément à la Loi sur les relations de travail dans la Fonction publique.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique), à qui s'applique le processus de négociation collective. **But :**

Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique

ainsi qu'un registre des employés exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes d'emplois exclus, et les observations de l'employeur. **Usages compatibles :** Ce

fichier sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt-cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être

gardé, et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 445 **Enregistrement (SCT) :** 001960 **Numéro de fichier :**

SCT PCE 710

Arbitrage – Renvois en vertu de l'article 92 (LRTFP) Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail dans la

Fonction publique. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :**

Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. **Usages compatibles :** Il sert également à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être

gardé, et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 445 **Enregistrement (SCT) :** 001960 **Numéro de fichier :**

SCT PCE 710

Arbitrage – Renvois en vertu de l'article 99 (LRTFP) Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la

Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :**

Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. **Usages compatibles :** Il sert également à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est

détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 440 **Enregistrement (SCT) :** 001958 **Numéro de fichier :** SCT PCE 708

Arbitrage – Renvois en vertu de l'article 99 (LRTFP) Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la

Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :**

Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. **Usages compatibles :** Il sert également à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est

détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 440 **Enregistrement (SCT) :** 001958 **Numéro de fichier :** SCT PCE 708

Exemption à la politique de réinstallation – cas particuliers

Description : Ce fichier renferme la correspondance du ministre et du Ministère; des documents de base; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de

décision, des notes d'analyses concernant les demandes individuelles d'exemption à la politique de réinstallation. **Catégorie de personnes :** Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. **But :** Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. **Usages compatibles :** Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique de réinstallation.

Normes de conservation et de destruction : Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). **Renvoi au dossier # :** SCT DPP 360 **Enregistrement (SCT) :** 002571 **Numéro de fichier :** SCT PCE 727

Fichier d'information sur la mobilité des employés Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La

cueillette des informations d'intérêt pour les activités de

l'évaluation de l'équité des échelles de notation utilisées au sein des diverses directions et divisions du CRSNG. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits. **No. APC** : 86-001 **Enregistrement (SCT)** : 002582 **Numéro de fichier** : RSG PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé
Dotation
Formation et perfectionnement
Griefs
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Chapitre 58

Conseil de recherches médicales du Canada

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Chapitre 59

Conseil des Arts du Canada

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Griefs

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 57

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

volontaires faites par les employés concernant des

situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre

les situations réelles de conflit d'intérêt. **Usages**

compatibles : Étayer les décisions touchant les

mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les

dossiers sont détruits deux ans après que la situation

relée à un conflit d'intérêt potentiel est réglée ou que

l'on a résolu le cas où il y avait effectivement conflit. **No.**

APC : 85-001 **Enregistrement (SCT) :** 001628 **Numéro**

de fichier : RSG PPE 801

Evaluations du rendement des employés

Description : Ce fichier contient des évaluations du

rendement, des rapports et de la correspondance

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

concernant le niveau de rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts. **Catégorie de personnes :** Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires. **But :** Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'emplois en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire. **Usages compatibles :** Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de

candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Les employés du Conseil et les employés prospectifs du Conseil. **But :** Les renseignements sont utilisés pour la sélection des candidats, la dotation des postes et le traitement des appels relatifs aux nominations et aux promotions au sein du Conseil. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans. **No. APC :** 81-028 **Enregistrement (SCT) :** 002434 **Numéro de fichier :** RSH PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 55

Fichiers particuliers

Fichiers ordinaires
ous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Autorisations de sécurité
artes d'identification et laissez-passer
ode régissant les conflits d'intérêts et
après-mandat
ossier personnel d'un employé
otation

Fichiers ordinaires

Autorisations
Description : La base de données fournit un inventaire des candidats qui veulent être mutés. Il comprendra des curriculum vitae des fonctionnaires, incluant des lettres de référence ainsi qu'une attestation d'études et des connaissances d'une langue seconde. **Catégorie de personnes** : Fonctionnaires du Conseil et en dehors du Conseil. **But** : La banque identifierait les employés susceptibles d'être mutés à des postes au sein du Conseil et à l'extérieur. **Usages compatibles** : Aucun. **Formes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans. **Numéro de dossier** : CRT PPE 805

ous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

artes d'identification et laissez-passer
ode régissant les conflits d'intérêts et
après-mandat

Conseil de recherches en sciences humaines du Canada

Chapitre 56

Fichiers particuliers

Description : Ce fichier contient les demandes de notation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux

Conseil d'examen du prix des médicaments brevetés

Chapitre 53

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griets

Présences et congés
Rémunération et avantages
Vérification de la fiabilité
Voyages et réinstallations

Conseil de contrôle des renseignements relatifs aux matières dangereuses

Chapitre 54

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de

gestion

Description : Ce fichier contient des renseignements

personnels relatifs aux exclusions. Il comprend les dates

d'entrée en vigueur des exclusions, l'identification de

l'unité de négociation, le numéro et le titre du poste, le

groupe et le niveau de l'employé, et les motifs

d'exclusion. **Catégorie de personnes :** Employés du

Conseil de contrôle des renseignements relatifs aux

matières dangereuses. **But :** Ce fichier sert à maintenir

une liste complète des exclusions des personnes

proposées à gestion et à des fonctions confidentielles au

Conseil, et constitue le seul registre officiel des

exclusions. **Normes de conservation et de**

destruction : Les avis d'acceptation ou d'objections

sont conservés pendant trois ans et les dossiers

d'exclusions pendant cinq ans. **Enregistrement (SCT) :**

002881 **Numéro de fichier :** RMD PPE 805

Système d'utilisation des années-personnes
Description : Ce fichier contient le nom, la classification
et la date d'embauche de chaque employé faisant partie
de l'effectif à la fin de la période visée par le rapport. On
utilise ces renseignements pour vérifier l'identité des
employés et relier cette information à celle du système
d'information sur le personnel de CSC. **Catégorie de**
personnes : Renseignements relatifs aux employés du
Conseil. **But :** Le fichier sert à calculer les années-
personnes qui sont utilisées aux fins de la gestion
interne et dans le rapport annuel présenté au Conseil du
Trésor. **Normes de conservation et de destruction :** On
conservé ces dossiers pendant deux ans.
Enregistrement (SCT) : 002883 **Numéro de fichier :**
RMD PPE 810

Conseil consultatif canadien sur la situation de la

femme

Chapitre 52

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations

potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les

conflits d'intérêt potentiels et réels entre les fonctions

officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent. **Catégorie de**

personnes : Employés du Conseil. **But :** Ce fichier

contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés

des ministères et organismes fédéraux. Il sert à

assigner les conflits d'intérêt potentiels et à résoudre

les situations réelles de conflit d'intérêt. **Usages**

Compatibles : Étayer les décisions touchant les

mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les

dossiers sont détruits deux ans après que la situation

elle à un conflit d'intérêt potentiel est réglée ou que

on a résolu le cas où il y avait effectivement conflit. **No.**

APC : 85-001 **Enregistrement (SCT) :** 000252 **Numéro**

de fichier : CSF PPE 801

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports

d'enquête sur des accidents et sur des lésions ou des

maladies professionnelles et la correspondance connexe

ainsi que des copies du rapport d'enquête sur les

accidents que doit remplir le superviseur. Ces

documents sont conservés au centre de responsabilité

approprié. Conformément à la politique du Conseil du

Trésor, le Conseil conserve aussi des dossiers sur les

premiers soins administrés. **Catégorie de personnes :**

Employés du Conseil. **But :** Le fichier vise à fournir la

documentation nécessaire à l'administration des

programmes d'hygiène et de sécurité professionnelles au

sein des institutions gouvernementales, y compris la

prévention des accidents, la protection de la santé et les

autorisations de congés et d'indemnités relatives aux

lésions et aux maladies professionnelles. **Usages**

Compatibles : Les renseignements servent à consigner

tous les détails relatifs à l'hygiène et à la sécurité, ainsi

que les causes d'accidents et de lésions afin de prévenir

des accidents, d'assurer la protection de la santé et de

Programme d'équité en matière d'emploi

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Conseil canadien des relations de travail

Chapitre 51

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les

CNC PPE 001
Enregistrement (SCT) : 003024 **Numéro de fichier :**

dossier # : CNC DAF 915, CNC DAF 903

perfectionnement suivis par un employé. **Renvoi au**

destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de

Normes de conservation et de
de perfectionnement et confirmer les réalisations des participation des employés à des cours de formation et **Usages compatibles :** Approuver et inscrire la programmes de formation et de perfectionnement.

de la documentation pour l'administration des **de personnes :** Employés de l'institution. **But :** Fournir employé en vue d'améliorer son rendement. **Catégorie**

touchant le besoin en perfectionnement pour chaque les évaluations de rendement, les renseignements employés et que l'on trouve dans le fichier concernant

obtenus sont joints aux dossiers personnels des dossiers relatifs à la participation et aux résultats perfectionnement parraîsés par le gouvernement ou par employés à des cours de formation et de

et la correspondance connexe à la participation des certificats; les dossiers concernant le paiement des frais évaluations; le numéro d'assurance sociale; les suivantes : des demandes pour suivre des cours et des

Description : Ce fichier comprend les données **Formation et perfectionnement**

CNC PPE 004

Enregistrement (SCT) : 003027 **Numéro de fichier :**

permanence par les Archives nationales du Canada.

qui décide quels dossiers seront conservés en plan des archives, c'est l'archiviste national du Canada jugés de nature historique ou qui ont une valeur sur le immédiatement détruit. Pour tous les renseignements que le document touchant cette mesure soit

annulées, c'est l'organisme ou le ministère qui voit à ce depuis. Lorsque les mesures disciplinaires ont été qu'aucune autre mesure disciplinaire n'ait été prise laquelle les mesures disciplinaires ont été prises, autant durée de conservation est de trois ans suivant la date à aux dossiers relatifs à des mesures disciplinaires, la administratives des renseignements en question. Quant

Évaluation du rendement
Rémunération et avantages

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

003026 **Numéro de fichier :** CNC PPE 003
au dossier # : CNC DAF 903 **Enregistrement (SCT) :**

Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. **Renvoi au**
Normes de conservation et de destruction : L'emploi.

se rapportant à l'embauchage et à la cessation honnêteté. **Usages compatibles :** Étayer les décisions confiance pour exécuter leurs tâches avec fiabilité et

l'identité des gens et déterminer s'ils sont dignes de normes en vertu d'une nomination. **But :** Confirmer ont demandé à travailler au Conseil canadien des

Catégorie de personnes : Les candidats retenus qui les casiers judiciaires et les vérifications des références, données sur les études, les antécédents professionnels, en vertu d'une nomination. Le fichier renferme des

des personnes demandant à travailler dans ses services Canada sur la sécurité, à des vérifications de la fiabilité conformément à la politique du gouvernement du rassemblée par l'institution lorsqu'elle a procédé,

Description : Ce fichier contient des renseignements **Vérification de la fiabilité**

CNC PPE 002

Enregistrement (SCT) : 003025 **Numéro de fichier :**

financier. **Renvoi au dossier # :** CNC DAF 903

Normes de conservation et de destruction : Les

en ce qui a trait aux congés et à la fin d'emploi.

relatives à la rémunération et aux avantages, notamment autorisés et les jours de présence; étayer les décisions employés. **Usages compatibles :** Consigner les congés l'administration des congés et des présences pour

fichier sert à obtenir des renseignements pour Employés du Conseil canadien des normes. **But :** Ce

données sur le personnel. **Catégorie de personnes :** Les modules automatisés enregistrés dans des bases de Ces renseignements sont présentés sous forme de

certificats médicaux connexes à un congé de maladie.

Fichiers particuliers

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et

s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des

biens ou des exigences décrites par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN;

(2) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures

pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts

et l'après-mandat. **Catégorie de personnes :** Employés du CCN **But :** Ce fichier renferme des renseignements

(1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition

d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou

ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les

conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de

l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles :** Résoudre des

conflits d'intérêts réels et potentiels. **Normes de conservation et de destruction :** Le ministère ou

organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents

pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **Renvoi au dossier # :**

CNC DAF 903 **Enregistrement (SCT) :** 003209

Numéro de fichier : CNC PPE 005

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du

Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les

renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre

des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la

formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la

discipline; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un

autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à

des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant

qu'il est possible, d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de

personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé

et de l'employeur. C'est l'organisme ou le ministère pour

lequel l'employé travaille présentement qui exerce le

contrôle sur le dossier personnel de ce dernier. Ce

fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le

sex; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes,

certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références;

l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les

retrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la

classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les

pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas

échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de

service; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports; la

fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un

employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la

rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les

indemnités et l'aptitude au travail; les langues officielles; la discipline; et les vérifications de fiabilité. On trouve

toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après.

Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés

pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de

l'institution. **But :** Ce fichier a pour but de fournir la documentation et de donner des autorisations pour les

nominations, les mutations, les promotions, les retrogradations, la fin de l'emploi et les pensions de

retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à

la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité

professionnelle; aux langues officielles; à la discipline, ainsi qu'à la vérification des références professionnelles.

Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs

de groupe; et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de**

destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement

l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés

aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou

jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se

soient écoulés depuis la dernière utilisation à des fins

Commission nationale des libérations conditionnelles

Chapitre 48

Fichiers particuliers

Vérification approfondie de fiabilité

Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affection ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes.

personnes : Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles

par voie de nomination, d'affection ou d'accord contractuel. **But :** Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable. **Usages compatibles :** Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des cessations d'emploi, mesures disciplinaires et à des destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives. **Renvoi au dossier # :** CLC CLC 005

Condition féminine Canada

Chapitre 49

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Enregistrement (SCT) : 002100 Numéro de fichier : CLC PPE 801

Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. **But :** Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). **Usages compatibles :** Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant 25 ans. **Renvoi au dossier # :** RTF BSG 155 **Enregistrement (SCT) :** 002186 **Numéro de fichier :** RTF PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

RTF BSG 150 Enregistrement (SCT) : 001881 **Numéro de fichier :** RTF PCE 709

Plaintes relatives à des pratiques de travail déloyales

Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition complexes et les décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique,

Usages compatibles : Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. **Normes de conservation et de destruction :** Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC :** 85-013 **Renvoi au dossier # :** RTF BSG 060 **Enregistrement (SCT) :** 000774 **Numéro de fichier :** RTF PCE 703

Fichiers particuliers

Nomination des arbitres (griefs et différends)

Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. **Catégorie de personnes :**

Commission du droit d'auteur Canada
Chapitre 47

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Détermination des employés désignés

Description : Ce fichier contient les listes des postes

considérés comme étant « désignés », les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés « désignés ».

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada

et qui sont réputées des employés « désignés », c'est-à-dire des personnes dont les fonctions sont

nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. **But :** Ce fichier a pour but de consigner, à

l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux

propositions d'employés qui veulent que certains employés ou certaines classes d'employés membres

d'une certaine unité de négociation soient considérés comme des employés « désignés ». Depuis le 1^{er} juin

1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont

les postes plutôt que les fonctionnaires dont l'exclusion est proposée au titre des fonctions nécessaires pour la

sécurité du public. **Usages compatibles :** Appuyer les décisions de la Commission sur la question de savoir si

certaines personnes membres de la Fonction publique du Canada sont des employés « désignés ». **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le

règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été

rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des

finis archivistiques. **No. APC :** 85-013 **Renvoi au dossier # :** RTF BSG 080 **Enregistrement (SCT) :**

000779 **Numéro de fichier :** RTF PCE 708

Griefs renvoyés à l'arbitrage

Description : Ce fichier contient les formulaires de

renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la

procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la

Commission. **Catégorie de personnes :** Ce fichier concerne les personnes employées dans la Fonction

publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. **But :** Ce fichier a pour but

d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations

alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires

importantes et, depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de

travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. **Usages**

compatibles : Appuyer les décisions de la Commission concernant les griefs arbitrables. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le

règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été

rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des

finis archivistiques. **No. APC :** 85-013 **Renvoi au**

Opposition à l'exclusion de personnes en tant que préposées à la gestion ou à des fonctions confidentielles

Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de

certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par

la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes qui, selon l'employeur, exercent

des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. **But :**

Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs

ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de

négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion.

Depuis le 1^{er} juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la

fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de

direction ou de confiance est proposée. **Usages compatibles :** Appuyer les décisions de la Commission

qui concernent l'exclusion de certaines personnes des unités de négociation. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les

décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont

conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les

formules d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été

données et sont ensuite détruites. **No. APC :** 85-013 **Renvoi au dossier # :** RTC BSG 075 **Enregistrement (SCT) :** 000773 **Numéro de fichier :** RTF PCE 702

Plaintes – Code canadien du travail – partie II

Description : Ce fichier contient les plaintes que les

employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils ont agi en

conformité avec les dispositions des articles 128 ou 129 du Code canadien du travail – partie II. **Catégorie de**

personnes : Fonctionnaires fédéraux. **But :** Ce fichier a pour but de consigner la décision rendue par la

Commission à l'égard des plaintes que les employés déposent contre leur employeur. **Usages compatibles :**

Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre

l'employé parce qu'il a agi en conformité avec l'article 128 ou 129 de la partie II du Code canadien du

travail. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui

suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles

ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du

Canada à des fins archivistiques. **Renvoi au dossier # :**

au dossier # : RTF BSG 145 Enregistrement (SCT) : 001880 **Numéro de fichier :** RTF PCE 710

Demande de prolongation de délai
Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et

personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande

de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. **But :** Ce

fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai

faites par des personnes désirées de présenter un grief à un employeur, de faire renvoyer un grief à

l'arbitrage de la Commission, ou de soumettre une réponse à une procédure. **Usages compatibles :**

Appuyer les décisions de la Commission concernant les demandes de prolongation de délai. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le

règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été

rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des

finis archivistiques. **No. APC :** 85-013 **Renvoi au dossier # : RTF BSG 110 Enregistrement (SCT) :**

000776 **Numéro de fichier :** RTF PCE 705

Demande de révision

Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les

décisions rendues par la Commission au sujet du traitement de ces demandes. **Catégorie de**

personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou

employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser,

amender, altérer ou modifier une décision quelconque rendue par la Commission. **But :** Ce fichier a pour but

de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les

relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au

Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque

rendue par cette Commission. **Usages compatibles :** Appuyer les décisions rendues par la Commission au

sujet des demandes de révision de ses décisions. **Normes de conservation et de destruction :** Les

dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la

Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant

50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC :** 85-013

Renvoi au dossier # : RTF BSG 050 Enregistrement (SCT) : 000777 **Numéro de fichier :** RTF PCE 706

dossier # : RTF BSG 025 Enregistrement (SCT) : 000775 **Numéro de fichier :** RTF PCE 704

Autorisation d'intenter des poursuites
Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations

réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les

décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes

membres de la Fonction publique du Canada ou employées au Parlement contre lesquelles, sur demande

de leur employeur, on a envisagé ou l'on envisage actuellement des poursuites en raison d'une allégation

selon laquelle elles n'ont pas observé certains articles de la Loi sur les relations de travail dans la Fonction

publique. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour

obtenir de la Commission l'autorisation de poursuivre en justice certaines personnes en raison d'une allégation

selon laquelle ces personnes n'ont pas obéi à une interdiction quelconque prévue dans certains articles de

la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au

Parlement. **Usages compatibles :** Appuyer les décisions rendues par la Commission au sujet des demandes

d'autorisation de poursuivre. **Normes de conservation et de destruction :** Les dossiers sont conservés

pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées

trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux

Archives nationales du Canada à des fins archivistiques. **No. APC :** 85-013 **Renvoi au dossier # : RTF BSG 105**

Enregistrement (SCT) : 000778 **Numéro de fichier :** RTF PCE 707

Décisions des agents de sécurité

Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées au Conseil, concernant le refus d'un employé de travailler pour

cause de danger. **Catégorie de personnes :** Les fonctionnaires fédéraux qui ont demandé à un agent de

sécurité de renvoyer sa décision à la Commission. **But :** Ce fichier a pour but de consigner les décisions rendues

par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non

d'un danger. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les

10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans

après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives

nationales du Canada à des fins archivistiques. **Renvoi**

Commission de révision des marchés publics

Chapitre 44

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Stationnement

Présences et congés

Formation et perfectionnement

Évaluation du rendement

Dotation

Chapitre 45

Commission des plaintes du public contre la GRC

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Voyages et réinstallations

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

d'embarcation et d'avion

Les accidents d'automobile, de bateau,

Langues officielles

Griefs

Fichiers centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission.

Catégorie de personnes :

Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de

l'accréditation de leur agent négociateur. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission,

les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation. **Usages compatibles :** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été

groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a une discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 002920 **Numéro de fichier** : CFP PPE 813

Rémunération et avantages
Description : Ce fichier peut contenir les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale et le code d'identification de dossier personnel (CIDP) débutant le 1^{er} mars 1994 ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé.
Catégorie de personnes : Ce fichier concerne les employés de l'institution. **But** : Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Il permet en outre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi, sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction** : Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe;

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Griefs
Harèlement
Mesures disciplinaires
Primes d'encouragement
Stationnement
Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rétroaction sur le rendement
Description : Ce fichier peut contenir des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des employés. **Catégorie de personnes** : Ce fichier concerne les employés de l'institution. **But** : Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération, en fonction, à l'administration de la période de stage et au renvoi pendant un stage. **Usages compatibles** : Il sert également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction** : Les dossiers doivent être conservés pendant une période de cinq (5) ans pour tous les employés. Après cette période, les dossiers sont détruits. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 002919 **Numéro de fichier** : CFP PPE 812

toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. Les listes de paie sont conservées pendant six (6) ans et ensuite elles sont détruits. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 155 **Enregistrement (SCT)** : 002916 **Numéro de fichier** : CFP PPE 809

officielles (SILC) et au Module d'information sur la formation linguistique (MIFL). On trouve également des données semblables dans les fichiers centraux de la Commission du Trésor. **Catégorie de personnes** : Ce fichier concerne les employés de l'institution. **But** : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Commission de la fonction publique. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. Il sert également à étayer et à justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme et à la formation linguistique, de mutations et de promotions. **Usages compatibles** : Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction** : Les dossiers sont détruits deux (2) ans après la date de la dernière justification. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 150 **Enregistrement (SCT)** : 002918 **Numéro de fichier** : CFP PPE 811

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale

Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. **Catégorie de personnes** : Fonctionnaires embauchés par la Commission de la fonction publique dans des postes surclassifiés au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (FRAAS). **But** : Ce fichier existe pour consigner et pour contrôler les situations de surclassification du poste EX et du Plan de rémunération d'affectation spéciale à la Commission de la fonction publique. **Usages compatibles** : Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande.

Normes de conservation et de destruction : Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DRH 165 **Enregistrement (SCT)** : 001486 **Numéro de fichier** : CFP PPE 801

Présences et congés

Description : Ce fichier peut contenir des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale (ou code d'identification de dossier personnel (CILD)) débutant le 1^{er} mars 1994), afin de vérifier l'identité de l'individu; on doit également joindre la

correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés dans le SEPC (Système d'enregistrement des présences et des congés). **Catégorie de personnes** : Ce fichier concerne les employés de l'institution. **But** : Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. **Usages compatibles** : Il sert également à consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. Liens avec d'autres systèmes : des renseignements de ce système sont partagés une fois par année avec le Système de rapports sur les congés et le Système de rapports sur les services supplémentaires du C.T. **Normes de conservation et de destruction** : Les dossiers sont détruits deux (2) ans après la fin de l'exercice financier. Les données informatisées sont conservées pendant cinq (5) ans. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 155 **Enregistrement (SCT)** : 002903 **Numéro de fichier** : CFP PPE 808

Programme d'équité en matière d'emploi

Description : Ce fichier peut contenir des renseignements sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes** : Les renseignements dans ce fichier se rapportent aux employés de l'institution. **But** : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Loi sur les relations de travail dans la fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). **Usages compatibles** : Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres

quelque les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. APC** : 86-001

Renvoi au dossier # : CFP DRH 155 **Enregistrement (SCT)** : 002902 **Numéro de fichier** : CFP PPE 807

Notation
Description : Ce fichier contient les demandes de notation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; des demandes de mutation; les protocoles d'entente; les formulaires de nomination; la correspondance générale; les listes de bénéficiaires de priorités; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection; y compris les notes d'évaluation provenant du comité de notation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la notation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de notation dans le dossier personnel d'un employé. **Catégorie de personnes** : Employés de l'institution incluant les personnes qui bénéficient d'un statut prioritaire ou qui sont en affectation/détachement. **But** : Ce fichier contient des renseignements qui peuvent être utilisés pour la notation de poste au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles** : Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la fonction publique (CCFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de deux

(2) ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les dossiers d'affectation sont conservés pendant deux ans après la fin de l'affectation. Les dossiers d'employés qui ont une priorité de nomination sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité. Les documents concernant la paie et les protocoles d'entente sont déposés au dossier personnel de l'employé. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DGM 920 **Enregistrement (SCT)** : 003313 **Numéro de fichier** : CFP PPE 816

Formation et perfectionnement

Description : Ce fichier peut contenir les demandes pour suivre les cours et les évaluations de cours; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement pararrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus peuvent être joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins de formation et de perfectionnement pour chaque employé. Le Système d'information sur les ressources humaines (SIRHM) peut fournir certains renseignements sur la formation et le perfectionnement des employés. **Catégorie de personnes** : Ce fichier concerne les employés de l'institution. **But** : Ce fichier a pour but de fournir de la documentation pour l'administration des Programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles** : Il sert également à approuver et inscrire la participation des employés à des cours de formation et de perfectionnement. **Normes de conservation et de destruction** : Les dossiers sont détruits deux (2) ans après la fin des cours de formation et de perfectionnement suivis par un employé. Cependant les données sont préservées sur ruban magnétique pour une période de cinq (5) ans. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 002917 **Numéro de fichier** : CFP PPE 810

Langues officielles

Description : Ce fichier peut contenir les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues

évaluations de tests, et de la correspondance générale. Les employés qui demandent accès à leur dossier doivent indiquer leur statut et la direction générale concernée. **Catégorie de personnes** : Les employés de la Commission de la fonction publique qui ont demandé une affectation et/ou ont été nommés par la direction à des fins de perfectionnement professionnel, ou qui désirent planifier leur carrière. **But** : Ce fichier a été créé pour promouvoir le redéploiement des employés de la Commission de la fonction publique ainsi que pour répondre aux besoins signalés en matière de perfectionnement professionnel. **Usages compatibles** : Ce fichier sert à aider les employés dans leur planification de carrière et dans leur recherche d'emplois permanents ou d'affectations temporaires en leur fournissant de la formation, des conseils et un service d'orientation. Il sert aussi à identifier des employés potentiels aux fins d'affectation et à les référer pour des postes au sein de la fonction publique. **Normes de conservation et de destruction** : Les dossiers de candidats sont conservés pendant deux (2) ans après qu'ils cessent d'être candidats. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 001910 **Numéro de fichier** : CFP PPE 806

Dossier personnel d'un employé
Description : Ce fichier peut contenir le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; le code d'identification de dossier personnel (CIDP) débutant le 1^{er} mars 1994; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi; notamment les stages, les mises à pied et la durée de l'emploi; la

classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; le surtemps, la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas des renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Le système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des employés. **Catégorie de personnes** : Ce fichier concerne les employés de l'institution. **But** : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles** : Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvations et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assurés de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions) primes pour longs états de service et administration du personnel. **Normes de conservation et de destruction** : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de quatre-vingt (80) ans ou jusqu'à deux (2) ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois (3) ans suivant la date à

destruction : Les dossiers sont conservés pendant dix (10) ans, puis sont ensuite détruits. **No. APC** : 85-016 **envoi au dossier #** : CFP DGM 045 **Enregistrement (SCT)** : 001459 **Numéro de fichier** : CFP PCE 716

Dossiers du décret d'exclusion sur les langues officielles

Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents; les demandes des ministères et la décision de la Commission dans certains cas. **Catégorie de personnes** : Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation.

But : Ce fichier existe conformément à l'article 20 (et certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste en leur seconde langue officielle, soit de recevoir une prolongation de leur temps d'exemption, soit de passer outre à un pronostic négatif aux fins de nominations. **Usages compatibles** : Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exclusion sur les langues officielles.

Destruction : Les dossiers sont conservés pendant dix (10) ans puis sont ensuite détruits. Une partie des renseignements est conservée pendant un autre cinq (5) ans et sont détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGM 045 **Enregistrement (SCT)** : 001460 **Numéro de fichier** : CFP PCE 717

Fonctionnaires renvoyés ou rétrogradés

Description : Ce fichier peut contenir des renseignements personnels de base; la recommandation du sous-ministre à la Commission ainsi que les motifs du renvoi ou de la rétrogradation, la décision d'appel, s'il y a lieu, la recommandation de la secrétaire générale aux commissions, la décision de la Commission, et les avis de renvoi ou de rétrogradation au ministère et à l'employé. **Catégorie de personnes** : Fonctionnaires dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. **But** : Ce fichier existe conformément à l'article 31 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. **Usages compatibles** : Le fichier sert à fournir la Commission d'évaluer les cas présentés par les administrateurs généraux relativement au renvoi ou à la rétrogradation et de prendre la bonne décision. Il sert aussi à fournir des renseignements aux fins des rapports de la Commission au Parlement. **NOTE** : Depuis le 1^{er} janvier 1993, ces recommandations ne relèvent plus de la CFP, cette responsabilité ayant été déléguée aux administrateurs généraux. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant sept (7) ans suivant un renvoi ou une rétrogradation,

Fichiers particuliers

Comptes créditeurs et comptes débiteurs

Description : Ce fichier peut renfermer des renseignements sur les dépenses engagées par des témoins, les primes au mérite, le paiement des frais d'appel interurbain, les rajustements salariaux et le dépôt des chèques de paie. **Catégorie de personnes** : Les employés du ministère qui ont effectué une opération financière au sein de la Commission de la fonction publique. **But** : Le fichier sert à payer les employés, recouvrer des créances, déposer des chèques de paie et consigner les opérations financières liées aux comptes créditeurs et aux comptes débiteurs. **Usages compatibles** : Les renseignements sont également utilisés pour produire des rapports statistiques et effectuer des analyses. **Normes de conservation et de destruction** : Les documents sont conservés pendant six (6) ans et sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGM 914 **Enregistrement (SCT)** : 002413 **Numéro de fichier** : CFP PPE 815

Demands de déploiement, mutation et affectation

et dossiers de perfectionnement professionnel des employés

Description : Ce fichier peut contenir des demandes de déploiement, affectation ou mutation, des curriculum vitae, des évaluations de rendement, des références, des renseignements concernant les entrevues et le counselling, des tests ainsi que des résultats et

Système d'information et d'inscription aux cours

Description : Ce fichier peut contenir des

renseignements de base sur le personnel et des

données administratives sur les cours suivis. Toutes les

personnes qui remplissent un formulaire de demande

d'accès à des renseignements personnels sont priées

d'indiquer le numéro de cours pertinent à la Direction

générale des programmes de formation de la

Commission, **Catégorie de personnes :** Fonctionnaires

qui ont suivi ou qui suivent un cours professionnel ou un

cours de gestion offert par la Direction générale des

programmes de formation de la Commission, **But :** Ce

fichier existe conformément aux dispositions de

l'alinéa 5(b) de la Loi sur l'emploi dans la fonction

publique en vue d'établir et de tenir des dossiers sur les

employés et les personnes qui ont suivi ou qui suivent

un cours professionnel ou un cours de gestion offert par

la Direction générale des programmes de formation de la

Commission, **Usages compatibles :** Le fichier sert à

fournir les renseignements nécessaires pour donner les

cours de formation professionnelle et de gestion offerts

par la Commission, **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant cinq

(5) ans après la fin de l'activité de formation, puis sont

ensuite détruits. Les données informatisées sont

conservées pendant dix (10) ans) après la période de

formation, **No. APC :** 85-016 **Renvoi au dossier # :**

CFF DGF 120 **Enregistrement (SCT) :** 001478 **Numéro**

■ Direction générale de la gestion ministérielle

Congés en vue de briguer les suffrages

Description : Ce fichier peut contenir la demande de

congé, l'opinion du sous-ministre, la recommandation de

la secrétaire générale aux communications, la décision de

la Commission d'autoriser ou de refuser le congé pour

permettre au fonctionnaire de briguer les suffrages, les

avis pour publication dans la Gazette du Canada, partie

I, et à l'occasion, des coupures de journaux, **Catégorie**

de personnes : Fonctionnaires qui ont demandé un

congé en vue de briguer les suffrages, **But :** Ce fichier

existe conformément aux articles 32, 33 et 34 de la Loi

sur l'emploi dans la fonction publique en vue de

consigner les renseignements afin que la Commission

puisse décider si elle doit accorder un congé à un

employé qui désire briguer les suffrages, **Usages**

compatibles : Ce fichier sert à fournir les

renseignements nécessaires afin que la Commission

puisse prendre sa décision et à fournir des

renseignements aux fins des rapports de la Commission

au Parlement, **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant sept

(7) ans, puis sont ensuite détruits, **No. APC :** 85-016

Renvoi au dossier # : CFF DGM 020 **Enregistrement**

(SCT) : 001448 **Numéro de fichier :** CFF PCE 705

Demandes de communication de renseignements

Description : Ce fichier peut contenir les formulaires de

demande de communication de renseignements, les

réponses à ces demandes et l'information rattachée au

traitement des demandes, **Catégorie de personnes :**

Fonctionnaires ayant fait une demande officielle d'accès à

des renseignements en vertu de la Loi sur l'accès à

l'information ou la Loi sur la protection des

renseignements personnels, **But :** Ce fichier existe

conformément à l'article 4 de la Loi sur l'accès à

l'information et à l'article 12 de la Loi sur la protection

des renseignements personnels pour traiter les

demandes de communication de renseignements faites

en vertu des lois, **Usages compatibles :** Ce fichier est

utilisé pour consigner et traiter les demandes, pour

répondre aux plaintes reçues en vertu des lois et pour

fins de statistiques, **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant

deux (2) ans après la demande et sont ensuite détruits,

No. APC : 85-016 **Renvoi au dossier # :**
CFF DGM 901 **Enregistrement (SCT) :** 001684

Numéro de fichier : CFF PCE 743

Dossiers de recours en matière de mutation

Description : Ce fichier renferme un dossier de plainte

contenant des renseignements personnels de base, les

preuves recueillies durant l'enquête, un rapport

d'enquête ainsi que la décision de la Commission et une

fiche d'information statistique concernant la plainte,

Catégorie de personnes : Les fonctionnaires qui ont

déposé, au Bureau des recours contre les mutations,

une plainte concernant l'application de l'article 34 de la

Loi sur l'emploi dans la fonction publique, **But :**

Conformément à l'article 34 de la Loi sur l'emploi dans

la fonction publique, ce fichier sert à fournir des

renseignements qui permettront à la Commission

d'évaluer la recommandation faite par des

administrateurs généraux de muter des fonctionnaires, et

de prendre une décision à cet égard, **Usages**

compatibles : Ce fichier sert également à fournir des

renseignements pour les rapports de la CFP au

Parlement, **Normes de conservation et de**

destruction : Les documents sont conservés pendant

cinq (5) ans et sont ensuite détruits, **No. APC :** à

déterminer, **Renvoi au dossier # :** CFF DGM 026

Enregistrement (SCT) : 003270 **Numéro de fichier :**

CFF PCE 745

Dossiers du Comité de révision linguistique

Description : Ce fichier peut contenir la demande de

révision, le consentement écrit de l'employé, les résultats

de l'Examen de connaissances de la langue avant le 15

octobre 1984, le rapport de l'agent d'évaluation, les

tests diagnostiques, les résultats des tests d'orientation,

les lettres ou les notes de services pertinentes et la

décision du Comité, **Catégorie de personnes :**

Fonctionnaires dont le cas a été présenté au Comité de

révision linguistique, **But :** Ce fichier existe

conformément aux dispositions de l'article 20 de la Loi

sur l'emploi dans la fonction publique en vue de

consigner les renseignements sur les employés dont le

cas a été présenté au Comité de révision linguistique,

Usages compatibles : Le fichier est utilisé pour réviser

les résultats obtenus à l'évaluation linguistique avant le

15 octobre 1984, ainsi que le renvoi des employés des

cours de langue et pour prendre la décision pertinente

dans chaque cas, **Normes de conservation et de**

Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale de la gestion, les aspirations professionnelles et une notice biographique. Il peut contenir aussi un rapport narratif soumis aux membres du Comité supérieur de planification et de perfectionnement (CSPP) reflétant une évaluation des personnes et les objectifs de carrière. **Catégorie de personnes :** Fonctionnaires aux niveaux PE-06 à EX-03 identifiés comme agents supérieurs du personnel qui seront évalués par le Comité supérieur de planification et de perfectionnement (CSPP). **But :** Le fichier existe conformément à l'article 2 de la Loi sur l'administration.

■ Direction générale des programmes de formation

Dossier de formation linguistique : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, résultats des tests d'aptitude et de classement, des renseignements au personnel enseignant dans les centres de formation linguistique de la Commission ainsi que les résultats obtenus lors de la formation linguistique. **Catégorie de personnes :** Fonctionnaires qui ont suivi des cours de formation linguistique. **But :** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testage, d'orientation, d'inscription et de formation linguistique. **Usages compatibles :** Ce fichier sert lors des processus d'admission, de testage, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor et le système d'Évaluation en langue seconde (ELS) de la CFP pour mettre à jour les renseignements sur les candidats, déterminer les heures de formation admissibles, y ajouter les nouvelles demandes de formation et mettre à jour les données des ELS. De plus, le système de formation linguistique sert à produire des statistiques et des rapports aux ministères sur les absences et le progrès des participants. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés sont ensuite détruits. Les renseignements informatisés sont ensuite conservés pendant vingt (20) ans et sont détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGF 105 **Enregistrement (SCT) :** 001484 **Numéro de fichier :** CFP PCE 741

participants au Programme des Cours et affectations de perfectionnement ou au Programme spécial. **Usages compatibles :** Ce fichier sert à fournir des statistiques sur les participants aux Programmes CAP et PSP pour fins de planification des ressources humaines, de dotation en personnel et de gestion générale du personnel. Liens avec d'autres systèmes : des renseignements sur les participants antérieurs sont mis à jour mensuellement avec le Système d'information des ressources de gestion (SIRG) et un indicateur CAP du SIRG est mis à jour par le système CAP. Un couplage semi-annuel est fait avec le Système d'information sur la mobilité des employés du Conseil du Trésor pour obtenir la data d'entrée dans la fonction publique. **Normes de conservation et de destruction :** Des renseignements sélectionnés sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. Tous les dossiers sont conservés pendant cinq (5) ans à compter de la date où prend fin la participation au CAP ou au PSP. Après cette date, des dossiers sélectionnés sont conservés par les Archives nationales du Canada et les autres sont détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP PCD 070 **Enregistrement (SCT) :** 001468 **Numéro de fichier :** CFP PCE 725

Dossiers des participants au Programme d'affectations internationales

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les demandes des participants; les avis de poste vacant; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au Programme. Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires qui sont sur le point d'obtenir, ou qui ont terminé une affectation. **But :** Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles :** Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : d'information des ressources de gestion. **Normes de conservation et de destruction :** Les dossiers demeurent actifs pendant la période d'affectation, sont ensuite inactifs pendant trois (3) ans et sont détruits. Les rapports d'évaluation de rendement des employés sont conservés pendant cinq (5) ans et sont détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP PCD 080 **Enregistrement (SCT) :** 001907 **Numéro de fichier :** CFP PCE 755

Dossiers des participants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires qui sont sur le point d'obtenir, ou qui ont terminé une affectation. **But :** Ce fichier existe afin de maintenir un dossier chronologique concernant toutes

conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP PCD 030 **Enregistrement (SCT) :** 001466 **Numéro de fichier :** CFP PCE 723

Dossiers des concours des Programmes des cadres de la direction

Description : Ce fichier peut contenir les cotes de sécurité; les résultats obtenus aux examens linguistiques; les notes de service à la Commission (rapports des jurys); les lettres d'offre; les lettres d'acceptation; les lettres destinées aux candidats ayant échoué; les avis de droit d'appel s'il y a lieu; les lettres disant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation; les formulaires d'information sur les langues officielles; les demandes de dotation sans délégation; les tableaux descriptifs des postes et les énoncés de qualités; les descriptions de tâches ainsi que les demandes d'emploi. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de concours approprié. **Catégorie de personnes :** Fonctionnaires qui participent à un concours du groupe de la direction administré par la Commission. **But :** Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. **Usages compatibles :** Ce fichier sert à fournir des renseignements concernant les nominations dans le groupe de la direction faites par la Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision, conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection». **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP PCD 065 **Enregistrement (SCT) :** 001475 **Numéro de fichier :** CFP PCE 732

Dossiers des participants au programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)

Description : Ce fichier peut contenir des renseignements personnels de base; les formulaires de nomination; les raisons de nomination; le curriculum vitae; le plan de carrière; les appréciations de rendement; les décisions du jury de sélection, les résultats d'examen d'évaluation de langue seconde et la correspondance ayant trait à la participation au CAP ou au PSP. **Catégorie de personnes :** Fonctionnaires qui suivent présentement le Programme des Cours et affectations de perfectionnement ainsi que ceux qui ont suivi le programme CAP ou PSP. **But :** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de tenir un dossier de recensement de tous les

gestion (SIRG) des données de base et les changements résultant de nominations. Il est aussi couplé avec le SIRG, le Fichier des statistiques annuel sur les effectifs, le Système des séparations et le Système d'information sur les langues officielles (SILO) du Conseil du Trésor pour produire le Fichier statistique trimestriel. Il est aussi couplé avec le Système sur la formation, le perfectionnement et les capacités des agents de dotation pour vérifier l'accréditation des agents lors de nominations et avec le Système national du répertoire automatisé des candidats (SNRAC) et le PEEAC pour fournir des renseignements sur les nominations. Il est jumelé avec le SILO pour vérifier les exigences linguistiques des postes avec les compétences des titulaires. Des données de base du Système des séparations sont utilisées pour mettre à jour le SIRG et pour créer le FST. Des renseignements sont retirés des Systèmes titulaires/mobilité du CT et du Système d'administration des priorités et versés dans le SRRP pour tracer le progrès des personnes affectées par le processus de réduction des effectifs. Le FST est couplé avec le SGIN, le SILO, le SIRG, le Système des séparations et les Systèmes titulaires/mobilité du Conseil du Trésor à des fins de statistiques. Le PEEAC est jumelé avec le SGIN pour déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique. Des renseignements contenus dans le FST et le SGIN sont aussi couplés avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du C.T. (SCT PCE 706) à des fins statistiques. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte.

conservation et de destruction : SGIN : le rapport sur les opérations de dotation est conservé pendant trois (3) ans à compter de la date où la CFP le reçoit. Les données informatisées sont conservées en direct pendant deux ans, puis sont transférées sur ruban, lequel est détruit après vingt cinq (25) ans. Séparations : les renseignements personnels sont conservés pendant cinq (5) ans à partir du moment où ils ont été recueillis, puis sont transférés sur ruban. PEEAC : les renseignements sur les dossiers du PEEAC sont conservés pendant cinq (5) ans, puis sont transférés sur ruban. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 030

Enregistrement (SCT) : 002299 **Numéro de fichier :** CFP PCE 761

■ Direction générale des programmes des cadres de la direction

Données sur les candidats au Programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)
Description : Ce fichier peut contenir des renseignements personnels de base dans un ou plusieurs formats : fiches de candidats (discontinues en 1984), dossiers des candidats ou dossiers du jury de

révision des sélections. L'information peut comprendre les formulaires de demande, les raisons de la nomination et le curriculum vitae, le plan de déroulement de carrière, l'évaluation de rendement, les décisions et commentaires du jury de révision des sélections, les résultats de tests de connaissances linguistiques et la correspondance générale concernant les nominations aux programmes CAP ou PSP. **Catégorie de personnes :** Fonctionnaires nommés aux programmes CAP ou PSP. **But :** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAP et PSP et, dans le cas de nominations finales, de consigner et présenter les renseignements aux membres du jury de révision des sélections pour leur examen et décision sur l'acceptation aux Programmes. **Usages compatibles :** Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP et PSP aux phases de sélection initiale (Centre d'évaluation) et finale (Jury de sélection); il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils. Les dossiers du jury de révision des sélections proviennent des dossiers des candidats et contiennent des renseignements additionnels qui permettent aux membres du jury de prendre des décisions sur la participation des candidats aux programmes. **Normes de conservation et de destruction :** Les dossiers des employés dont l'examen se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits. (Nota : les dossiers des candidats retenus par le Jury de sélection sont transférés au fichier des participants CAP et PSP.) Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt ans. **No. APC :** 85-016 **Renvoi au dossier # :** CFP PCD 080 **Enregistrement (SCT) :** 001705 **Numéro de fichier :** CFP PCE 751

Dossiers d'initiatives d'équité en matière d'emploi (niveaux supérieurs) (anciennement Bureau de présentation et d'orientation professionnelle des femmes)
Description : Ce fichier peut contenir des renseignements personnels de base; le curriculum vitae; le plan de carrière général et des données sur les appréciations de rendement et de contrôle des références. **Catégorie de personnes :** Les membres du groupe désigné comprenant femmes, minorités visibles, autochtones, personnes handicapées se situant aux niveaux EX moins 1 et moins 2 ayant profité des services d'initiatives d'équité en matière d'emploi. **But :** Ce fichier existe en vue de tenir un dossier des antécédents des membres du groupe désigné qui cherchent à obtenir une affectation de perfectionnement ou une nomination au niveau EX afin de réaliser leurs objectifs sur le plan professionnel. **Usages compatibles :** Ce fichier sert à répertorier les membres du groupe désigné aptes à être présentés et nommés d'autres niveaux à la fonction publique. **Normes de conservation et de destruction :** Les dossiers sont

articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 33 à 38 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité statutaire. Il sert aussi à identifier les listes d'admissibilité appropriées aux fins de la section 28 (renvoi en période de stage). Il existe aussi conformément à diverses politiques de la Commission de la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité administrative de nomination. **Usages compatibles** : Ce fichier sert à identifier les personnes ayant une priorité statutaire ou administrative en vue de leur trouver un poste. Des rapports ad hoc sont régulièrement remis au Conseil du Trésor, aux ministères, aux unions et à la gestion de la CFP pour fins de contrôle et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de renseignements personnels informatisés ont été détruits. Certains renseignements informatisés ont été détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001452 **Numéro de fichier** : CFP PCE 709

Systèmes informatisés de relevés statistiques
Description : Ce fichier regroupe des systèmes informatiques que tient à jour la Commission de la fonction publique et qui renferment des renseignements personnels de base tels que : numéros d'assurance sociale, antécédents professionnels, situation d'emploi, compétence linguistique ou motifs de cessation d'emploi. Bien qu'il n'existe aucun document pour ces systèmes, il peut y avoir un document d'entrée dans certains cas. Le fichier regroupe les systèmes informatiques suivants : le Système de gestion de l'information sur les nominations (SGIN), le Système des séparations, le Système de rapports concernant le réaménagement de l'effectif (SRRE), le Fichier statistique trimestriel (FST) et le Programme d'emplois d'été axés sur la carrière (PEEAC). Les données de ces systèmes proviennent d'information sur les langues officielles du CT ou encore des actes de nomination ou des relevés statistiques reçus de d'autres ministères. **Catégorie de personnes** : Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. **But** : On a instauré ces systèmes afin de consigner des renseignements sur les nominations à la fonction publique, les départs, la répartition des fonctionnaires selon les ministères et les emplacements, le programme quinquennal de réduction de l'effectif et le programme d'emplois d'été. **Usages compatibles** : Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction publique, ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Liens avec d'autres systèmes : le SIGIN fournit au Système d'information des ressources de

ils sont conservés pour un an après que l'employé a atteint l'âge de 70 ans ou pendant une période de deux (2) ans à compter de la date de décès, ou encore en permanence s'ils sont jugés documents historiques. Les dossiers pour les nominations à des postes non inclus dans le groupe de la direction sont conservés pendant cinq (5) ans après avoir été retirés du répertoire et sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans après avoir été retirées du système ou après que l'employé a quitté la fonction publique. Elles sont ensuite supprimées. Les évaluations de rendement sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 065 **Enregistrement (SCT)** : 001477 **Numéro de fichier** : CFP PCE 734

Système d'information sur les cessations d'emploi avec motif

Description : Ce fichier peut contenir des renseignements personnels de base, de l'information sur l'emploi de personnes nommées en vertu de la Loi sur l'emploi dans la fonction publique et les motifs de cessation d'emploi. La source de ce fichier est le système titulaire - mobilité du service de la paie du ministère des Approvisionnements et Services.

Catégorie de personnes : Ce fichier concerne les employés nommés en vertu de la Loi sur l'emploi dans la fonction publique qui ont été congédiés ou renvoyés avec motif, ainsi que les employés qui ont abandonné leur poste et ceux dont la nomination a été révoquée. **But** : Ce fichier existe conformément à la politique de sécurité du gouvernement du Canada (Circulaire du C.T. 1986-26) en vue de consigner et de fournir aux ministères, lors d'une vérification de fiabilité ou de sécurité, des renseignements sur les employés congédiés ou renvoyés avec motif, sur les employés qui ont abandonné leur poste, et sur les employés dont la nomination a été révoquée. **Usages compatibles** : Ce fichier sert à la compilation de données pour la préparation de rapports et pour l'analyse de données. **Normes de conservation et de destruction** : Ce système a été de-actif à compter du mois de janvier 1990 et les données ont été enlevées du système et copiées sur les rubans qui seront conservés jusqu'en janvier 1995 pour ensuite être détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030

Enregistrement (SCT) : 001903 **Numéro de fichier** : CFP PCE 760

Système des priorités statutaires et administratives

Description : Ce fichier peut contenir des renseignements personnels de base; des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux ministères. Les genres de priorité sont : congé, personnel des ministères, mise en disponibilité, excédentaire, échec à la formation linguistique, renvoi en cours de stage, réinstallation du conjoint et poste déclaré surévalué. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires et autres qui ont une priorité de nomination statutaire ou administrative. **But** : Ce fichier existe conformément aux

langues officielles (SILCO) du Conseil du Trésor est relié à celui de SIP afin de recevoir directement de ce système les résultats de tests d'ELS et faire le lien avec les exigences linguistiques des postes. Aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la CFP. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans. Les dossiers informatisés sont conservés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Les enregistrés des tests d'orale administrés par un évaluateur/moniteur du CFP sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les dossiers sont ensuite détruits. Le Système informatisé de données d'Évaluations de langue seconde a remplacé le Système informatisé de données d'examen de connaissances de la langue le 21 janvier 1985; les plus récents résultats de ces derniers y ont été transférés. Le système informatisé de données d'examen de connaissances de la langue sera conservé en archives jusqu'au 21 janvier 1995 et sera ensuite détruit. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001461 **Numéro de fichier** : CFP PCE 718

Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle
Description : Ce fichier peut contenir les renseignements biographiques, le matériel d'évaluation et les résultats des clients du Service d'évaluation et d'orientation professionnelle. **Catégorie de personnes** : Les fonctionnaires fédéraux qui appartiennent à la catégorie des cadres de direction ou sont à un niveau équivalent, ou sont aux niveaux EX moins 1 et qui font appel au Service d'évaluation et d'orientation professionnelle. **But** : Conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, ce fichier a pour but de consigner les renseignements biographiques et les résultats de l'évaluation des clients du Service d'évaluation et d'orientation professionnelle. Ce fichier a également pour but de donner de l'information de "diagnostic" aux membres de la catégorie des cadres de direction ou sont aux niveaux EX moins 1, afin que ces derniers puissent avoir une meilleure compréhension d'eux-mêmes et de leur donner l'occasion de recevoir un service confidentiel d'orientation. **Usages compatibles** : On utilise l'information pour donner des conseils au client et, à la demande de celui-ci, on peut donner l'information tirée de son évaluation aux personnes à qui il veut la remettre. On peut également utiliser l'information aux fins de recherche, afin de maintenir la qualité du service. **Normes de conservation et de destruction** : Les documents mis sur papier et sur ordinateur sont conservés pendant dix (10) ans après avoir été déclarés inactifs, puis ils sont détruits. **No. APC** : à être approuvé. **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002912 **Numéro de fichier** : CFP PCE 765

Système d'information des ressources de gestion
Description : Ce fichier peut contenir les certificats de nomination; les fiches d'employés; les données personnelles de base; les compétences; les antécédents professionnels; les aspirations de carrière; l'expérience en gestion et les cours de perfectionnement et de formation suivis. Dans le cas des fonctionnaires dans le groupe de la direction, le fichier peut contenir aussi les avis de mise en disponibilité; les avis concernant la situation d'employé excédentaire ou bénéficiaire de priorité administrative; les notes concernant les demandes de mutation et l'identification de la nécessité de déploiement; les notes concernant les cas où la candidature de l'employé a été étudiée en vue de doter un poste; la note de service la plus récente (rapport du jury) à la Commission; la lettre d'offre et d'acceptation; les notes au dossier; les lettres de recommandation; les formulaires d'inclusion à la liste d'intervention; l'autorisation du sous-chef d'inclure un nom sur la liste d'intervention; et les notes/rapports de considération et d'orientation. **Catégorie de personnes** : Fonctionnaires des groupes et des niveaux déclarés admissibles par la Commission de la fonction publique, les fonctionnaires qui participent ou qui recherchent une affectation dans le cadre du Programme Échanges Canada ou du Programme des affectations internationales, ou qui figurent sur la liste d'intervention. **But** : Ce fichier existe afin de permettre à la Commission de la fonction publique d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et des règlements, c'est-à-dire de maintenir un répertoire des candidats pour des postes à des groupes et niveaux éligibles déterminés par la Commission. **Usages compatibles** : Ce fichier sert à fournir des renseignements au Conseil du Trésor et aux ministères aux fins de la dotation en personnel, de la gestion des ressources humaines, de la statistique, de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes : le SIRG est régulièrement couplé avec le Système d'information des titulaires du Conseil du Trésor (SCT PCE 723) pour obtenir des renseignements sur les employés, avec le Système d'information sur les postes (SCT PCE 715) pour obtenir des renseignements sur les postes, avec le Système de gestion de l'information sur les changements provenant de nominations et avec le Système des séparations pour identifier les personnes qui ont quitté la Fonction publique. Il est aussi couplé avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) pour fournir des renseignements au Conseil du Trésor en ce qui a trait à l'équité en matière d'emploi. Des données de base sont aussi partagées avec les Systèmes CAP, le Système Échanges Canada/Programmes internationaux, les Répertoire des postulants au groupe de la direction et le Fichier statistique trimestriel. **Normes de conservation et de destruction** : Les dossiers des nominations à des postes du groupe de la direction sont conservés pour la durée de l'emploi, plus un an, et sont ensuite transférés aux Archives nationales du Canada où

Le fichier est relié au système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus en prévision de la production de rapports statistiques. **Normes de conservation et de destruction** : Les données sont conservées pendant trois (3) ans à partir de la date de candidature – puis détruites sauf dans le cas des candidats reçus; elles sont alors transférées au fichier des participants au Programme de stagiaires en gestion. Les données informatisées sont conservées pendant quatre (4) mois. **No. APC** : à être approuvé. **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002910 **Numéro de fichier** : CFP PCE 763

Répertoire des participants au Programme de formation accélérée pour les économistes

Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, notes d'entrevue, documents administratifs liés aux mesures de sécurité, voyages de formation, documents de correspondance concernant les affectations, rapports d'appréciation de rendement, libelle des ententes, descriptions de poste, et autres documents pertinents. **Catégorie de personnes** : Fonctionnaires participant ou ayant participé au Programme de formation accélérée pour les économistes. **But** : Ce fichier a été créé aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au Programme de formation accélérée pour les économistes. **Usages compatibles** : Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes. La banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en révisions de la production de rapports statistiques. **Normes de conservation et de destruction** : Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt (20) ans à partir de la date où le participant termine son affectation au Programme. **No. APC** : à être approuvé. **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 003069

Numéro de fichier : CFP PCE 766

Résultats aux examens de sélection de la CFP

Description : Ce fichier peut contenir les feuilles de réponses et les résultats d'examens des personnes évaluées à des fins de sélection ou tout autre fin au moyen d'examens de la Commission de la fonction publique (CCFP). **Catégorie de personnes** : Fonctionnaires ayant subi les examens de sélection élaborés par la CFP. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. **Catégorie de personnes** : Fonctionnaires ayant subi l'évaluation de langue seconde (ELS) : tests d'oral, de compréhension de l'écrit, d'expression écrite, ou d'expression orale. **But** : Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations. **Usages compatibles** : Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Liens avec d'autres systèmes : le système ELS alimente le Système informatisé de données ELS au Service d'information sur le personnel (SIP) à l'Appvisionnement et Services Canada (ASC). Les résultats d'examen sont accessibles aux employés autorisés des ministères fédéraux par terminal en direct ou par téléphone. Le système d'information sur les

conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique et de l'article 14(1) du Règlement sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens soumis aux fins de la sélection (concours ou autres types de sélection). **Usages compatibles** : Le fichier sert à conserver et à fournir les résultats aux examens aux fins de nominations. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans, puis sont ensuite détruits. Les résultats des examens des candidats sont également conservés dans des dossiers informatisés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Pour chaque candidat, le résultat le plus récent d'un examen est conservé pour une période indéfinie dans des dossiers informatisés. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001454

Numéro de fichier : CFP PCE 711

Résultats aux tests d'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir les livrets de réponses et les résultats aux tests des personnes ayant subi les tests ELS d'oral, de compréhension de l'écrit, d'expression écrite, et d'expression orale pour leur part, sont conservés par le centre d'examen de la CFP ou du ministère où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. **Catégorie de personnes** : Fonctionnaires ayant subi l'évaluation de langue seconde (ELS) : tests d'oral, de compréhension de l'écrit, d'expression écrite, ou d'expression orale. **But** : Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations. **Usages compatibles** : Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Liens avec d'autres systèmes : le système ELS alimente le Système informatisé de données ELS au Service d'information sur le personnel (SIP) à l'Appvisionnement et Services Canada (ASC). Les résultats d'examen sont accessibles aux employés autorisés des ministères fédéraux par terminal en direct ou par téléphone. Le système d'information sur les

No. APC : 85-016 **Renvoi au dossier # :**
CFF DGD 030 **Enregistrement (SCT) :** 001457
Numéro de fichier : CFF PCE 714

Examineurs de l'Évaluation de langue seconde

(ELS)

Description : Ce fichier peut contenir des

renseignements relatifs à l'accréditation/certification et au contrôle des administrateurs et correcteurs de tests ELS, ainsi que des évaluateurs d'interaction orale de l'ELS ; les formulaires d'inscription au Programme de certification, les formulaires d'accord d'utilisation de tests, les lettres de certification, les commentaires et recommandations des moniteurs/agents de contrôle ainsi que les autres renseignements administratifs recueillis dans le cadre de l'accréditation/certification.

Catégorie de personnes : Fonctionnaires ayant

participé au Programme de certification de l'interaction orale ou ceux qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS. **But :** Ce fichier existe

conformément aux dispositions des articles 5(1), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant

l'accréditation/certification des examinateurs de l'ELS.

Usages compatibles : Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises, à la formation et la certification/accreditation des examinateurs de l'ELS. Il fournit également des renseignements permettant de surveiller les examinateurs de l'ELS et de prendre des mesures correctives, au besoin.

Normes de conservation et de destruction : Tous les dossiers sont conservés dix (10) ans après que l'employé a quitté son poste d'examineur. Les

dossiers des personnes qui n'ont pas exercé la fonction d'examineur sont également conservés pendant dix (10) ans. Les dossiers sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFF DGD 030

Enregistrement (SCT) : 001458 **Numéro de fichier :** CFF PCE 715

Programme d'équité en matière d'emploi

Description : Ce fichier peut contenir des

renseignements concernant les affectations de formation en cours d'emploi des participants au Programme d'accès, des participants au Programme d'emploi pour les minorités visibles, des participants au Programme national de perfectionnement des autochtones, des participants au Programme des carrières du Grand Nord et des participantes au Programme des emplois non

traditionnels pour les femmes, par exemple l'identification du stagiaire, la situation relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, des rapports sur les opérations de dotation, ainsi que des détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont

conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être

conservées dans les archives des ministères

participants. **Catégorie de personnes :** Les participants

ministères pour l'accréditation, incluant des renseignements sur les études et sur l'expérience

intérieures en personnel, résultats au test de

connaissances en dotation, aperçu des activités et

affectations en dotation reliées à la formation en cours

d'emploi et évaluations de ces activités et affectations,

résultats de l'étude par le comité d'accréditation. Une

partie des renseignements ci-dessus sont également

inscrits dans un répertoire automatisé. **Catégorie de**

personnes : Agents de dotation en personnel de la

fonction publique. **But :** Ce fichier a été conçu afin

d'enregistrer et de fournir des renseignements sur les

agents de dotation vis-à-vis l'accréditation en ce qu'elle

se relie à l'exercice de pouvoirs en matière de dotation

légales conformément au paragraphe 6(1) de la Loi sur

l'emploi dans la fonction publique. **Usages**

compatibles : Ce fichier sert à fournir des

renseignements à l'appui de l'accréditation des agents

de dotation par le comité d'accréditation. Il sert

généralement à produire divers rapports et analyses

statistiques et à des fins administratives générales telles,

par exemple, la planification de programmes de

formation et de perfectionnement en dotation et la

réparation de rapports sur ces programmes. **Normes**

de conservation et de destruction : Les dossiers sont

conservés pendant deux (2) ans après la date

d'accréditation. Les renseignements informatisés sont

conservés indéfiniment pour savoir qui est accrédité. **No.**

PC : 85-016 **Renvoi au dossier # :** CFF DGD 030

Enregistrement (SCT) : 001464 **Numéro de fichier :** CFF PCE 721

Évaluation de langue seconde

Description : Ce fichier peut contenir la demande

pertinente d'évaluation de langue seconde et le

formulaire des résultats, les renseignements personnels

généraux, la cassette de l'entrevue orale, les rapports et

les résultats de l'évaluation. **Catégorie de personnes :**

fonctionnaires ayant subi une évaluation de la

compétence en langue seconde administrée par la

Commission de la fonction publique pour évaluer la

compétence en langue seconde de fonctionnaires

adéquats, et conformément à l'entente entre la

Commission et le Conseil du Trésor au sujet de

l'évaluation linguistique, pour la prime au bilinguisme,

ainsi que pour certains genres de formation linguistique.

Usages compatibles : Le fichier sert à consigner des

enseignements ayant trait à l'évaluation linguistique des

candidats évalués aux fins de nomination aux postes

linguistiques de la fonction publique et à d'autres fins, tel

un stipulé dans l'entente de la Commission et du

Conseil du Trésor au sujet de l'évaluation linguistique.

Les autres systèmes : les résultats des tests

ont transmis dans le Système d'évaluation de langue

seconde (ELS) (CFF PCE 718). **Normes de**

conservation et de destruction : Les dossiers sont

conservés pendant trois ans, les cassettes entrevues

endant deux (2) ans, à moins que l'employé consente

l'effacement avant cette date et sont ensuite détruits.

conservation et de destruction : Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier** # : CFP DGD 030 **Enregistrement (SCT)** : 001462 **Numéro de fichier** : CFP PCE 719

Dossiers de présentation des candidats répertoriés : Ce fichier peut contenir des renseignements personnels généraux, le formulaire de

présentation de candidats, les vérifications des références et les résultats des présentations de

candidats. **Catégorie de personnes** : Fonctionnaires présentes par la Commission à des ministères et à des

organismes, à l'exception du groupe EX. **But** : Ce fichier existe pour consigner les présentations de candidats

faites par la Commission à des ministères et à des organismes. **Usages compatibles** : Le fichier sert à

fournir des renseignements sur les employés présentes par la Commission. Les renseignements concernant les

groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens

avec autres systèmes : des données du Système de présentation des candidats répertoriés (SPCR) sont

entrées dans le Système des mesures de la performance des opérations (SMPO) pour fins

d'évaluation de programme. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier** # : CFP DGD 030 **Enregistrement (SCT)** : 001453 **Numéro de fichier** : CFP PCE 710

Dossiers des participants au Programme de

stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, notes d'entrevue, demandes d'emploi, curriculum vitae, relevés de notes, documents de correspondance concernant l'affectation, la sélection et l'orientation des candidats, ainsi que le

répertoire dont ces derniers sont issus. **Catégorie de personnes** : Fonctionnaires participant ou ayant

participé au Programme de stagiaires en gestion. **But** : Cette banque de données a été créée aux termes des

articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de tenir un dossier rétrospectif de toutes

les personnes qui ont participé au programme. **Usages compatibles** : Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins

statistiques. Liens avec d'autres systèmes : la banque d'informations sur les nominations afin de suivre les

déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. **Normes de conservation et de destruction** : Les

dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur

disque ou ruban magnétique sont gardés pour une période de vingt cinq (25) ans, à partir de la date où le participant termine son affectation au PSG. **No. APC** : à

être approuvé. **Renvoi au dossier** # : CFP DGD 030 **Enregistrement (SCT)** : 002911 **Numéro de fichier** : CFP PCE 764

Dossiers du centre d'évaluation (IPHD) **Description** : Ce fichier peut contenir des notes de

service et des lettres, des données biographiques et les résultats de l'évaluation. **Catégorie de personnes** :

Fonctionnaires fédéraux ayant fait l'objet d'une évaluation par le Centre d'évaluation (IPHD). **But** : Ce

fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction

publique en vue de consigner et de fournir des renseignements relatifs à l'évaluation des candidats au

Programme des Cours et affectations ou des programmes de développement ministériels de façon à

ce que le choix des candidats soit fructueux. Il est aussi utilisé pour fournir de l'information sur l'évaluation et les

résultats de cette évaluation aux candidats qui en font la demande et pour amasser des données normatives sur

les candidats évalués. **Normes de conservation et de destruction** : Les dossiers et les données informatisées

sont conservés pendant trente (30) ans après l'évaluation, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier** # : CFP DGD 070 **Enregistrement (SCT)** : 001469 **Numéro de fichier** : CFP PCE 726

Dossiers du Comité interministériel des paires

concernant les promotions

Description : Le fichier peut contenir des curriculum vitae, des lettres de présentation des ministères, des lettres de références, des évaluations de rendement et

les recommandations du Comité des paires. Il peut aussi contenir des travaux personnels et des listes de

réalisations. **Catégorie de personnes** : Fonctionnaires dans les groupes de la Recherche historique (HR), de

l'Enseignement universitaire (UT), de la Recherche scientifique (SE-RES) et des Services scientifiques de la

défense (DS) qui ont été présentes au Comité des paires en vue d'une promotion. **But** : La cueillette de ces

renseignements sont compliés pour permettre au Comité des paires de formuler des recommandations concernant

les promotions. **Usages compatibles** : Le fichier sert à consigner les constatations et les recommandations du

Comité des paires et est parfois utilisé à des fins de référence en vue de promotions subséquentes de

l'individu concerné. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq

(5) ans et ils sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier** # : CFP DGD 030 **Enregistrement (SCT)** : 002298 **Numéro de fichier** : CFP PCE 759

Dossiers sur l'accréditation des agents de dotation

Description : Ce fichier peut contenir des dossiers

personnels lesquels incluent les recommandations des

conservées pendant cinq (5) ans après la fin de l'enquête, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DAE 010 **Enregistrement (SCT)** : 001463 **Numéro de fichier** : CFP PCE 720

I Programmes de dotation

Données sur l'évaluation du Programme de Cours et affectations de perfectionnement et sur l'orientation de carrières (1968 à 1973)

Description : Ce fichier peut contenir des données biographiques; les résultats de l'évaluation et le sommaire du rendement de chaque candidat qui a accepté de passer la batterie de tests du CAP concernant l'évaluation et l'orientation professionnelle entre 1968 et 1973. **Catégorie de personnes** : Fonctionnaires fédéraux qui étaient candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). **But** : Ce fichier existe conformément aux dispositions de l'article 16(1) de la loi sur l'emploi dans la fonction publique en vue de désigner tous les renseignements sur l'évaluation et l'orientation professionnelle des candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). **Usages compatibles** : Ce fichier sert à fournir des renseignements sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et à amasser des données normatives sur les candidats du Programme des Cours et affectations de perfectionnement qui en font la demande. **Normes de conservation et de destruction** : Les dossiers des employés évalués entre 1968 et 1973 sont conservés pendant trente (30) ans, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 070 **Enregistrement (SCT)** : 001467 **Numéro de fichier** : CFP PCE 724

Dossiers concernant la sélection du personnel
Description : Ce fichier peut contenir les demandes de sélection, les descriptions de tâches, les énoncés de qualification, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de sélection, les rapports des comités de sélection, les autres de recommandation ou évaluations de rendement, des listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les employés qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. **Catégorie de personnes** : Fonctionnaires dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel administré par la Direction générale des programmes de sélection. **But** : Ce fichier existe conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à enregistrer des données et à

fournir des renseignements concernant tous les processus de sélection du personnel avec ou sans concours administrés par la Direction générale des programmes de dotation de la Commission. **Usages compatibles** : Ce fichier sert à combler des postes, à fournir des renseignements sur demande aux participants à un processus de sélection en vue d'expliquer les raisons de la décision conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection»; et à fournir des documents concernant le processus de sélection aux enquêtes menées par la Commission et aux comités d'appel. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministre employeur. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux ans après leur dernier usage à des fins administratives, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001455 **Numéro de fichier** : CFP PCE 712

Dossiers d'employés en matière d'abandon de poste
Description : Ce fichier peut contenir une copie de la lettre envoyée à l'employé et l'avis du ministre de l'emploi à la Commission. **Catégorie de personnes** : Fonctionnaires ayant abandonné leur poste. **But** : Ce fichier existe conformément aux dispositions de l'article 27 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'abandon de poste d'un employé. **Usages compatibles** : Le fichier sert à fournir des renseignements statistiques au Parlement sur les employés ayant abandonné leur poste. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans à compter de la date de leur réception, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : DGD DGD 030 **Enregistrement (SCT)** : 001456 **Numéro de fichier** : CFP PCE 713

Dossiers de la CFP sur les mutations
Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire de demande de mutation, une lettre du ministre confirmant le groupe, le niveau et le type d'emploi actuel, rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications des références. **Catégorie de personnes** : Fonctionnaires ayant présenté une demande de mutation latérale. **But** : Ce fichier existe conformément aux dispositions de l'article 5(c)(i) du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories du soutien administratif et de l'exploitation, de l'administration et du service extérieur et des catégories professionnelles et techniques, à l'exception du groupe EX. **Usages compatibles** : Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. **Normes de**

Commission de la Fonction publique du Canada

Chapitre 43

Fichiers centraux

■ Direction générale des appels et enquêtes

Description : Ce fichier peut contenir les extraits du dossier de l'employé et du dossier de concours, des notes de l'entrevue, des allégations ou des plaintes, des rendements, des coupures de presse, des protocoles d'entente et le rapport d'enquête officiel. Il peut contenir aussi des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants d'employés ou des plaignants. **Catégorie de personnes :** Fonctionnaires ayant logé une plainte auprès de la Direction des enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes impliquées dans la plainte. **But :** Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350 en vue de consigner des renseignements sur les enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. Les renseignements sont recueillis pour que les allégations puissent être examinées, que des recommandations puissent être faites et que des mesures de redressement puissent être prises s'il y a lieu. **Usages compatibles :** La préparation de la documentation à l'appui de la recommandation d'établir un comité d'enquête. **Normes de conservation et de destruction :** Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divulgation, sont ensuite inactifs pendant cinq (5) ans et sont détruits. Les plaintes qui ne deviennent une enquête formelle sont conservées pendant deux (2) ans et sont ensuite détruites. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DAE 010 **Enregistrement (SCT) :** 001446 **Numéro de fichier :** CFP PCE 703

Dossiers des auditions d'appels

Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audition y compris des formulaires d'évaluation de rendement du personnel lorsque utilisés dans le processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de fournir le numéro de dossier de la Direction des appels qui est indiqué sur la décision du comité d'appel qu'a reçue l'appelant(e). **Catégorie**

CFP PCE 702

Enregistrement (SCT) : 001445 **Numéro de fichier :**

APC : 85-016 **Renvoi au dossier # :** CFP DAE 005

No. APC : 85-016 **Renvoi au dossier # :** CFP DAE 005

CFP PCE 702

Enregistrement (SCT) : 001445 **Numéro de fichier :**

APC : 85-016 **Renvoi au dossier # :** CFP DAE 005

No. APC : 85-016 **Renvoi au dossier # :** CFP DAE 005

Normes de conservation et de destruction : Les décisions sont conservées sur microfiche pendant vingt (20) ans et sont ensuite détruites; cependant, pour les dossiers qui

sont transmis à la Cour fédérale du Canada en application de l'article 18 de la Loi sur la Cour fédérale,

les décisions sont conservées sur microfiche pendant vingt (20) ans lorsque l'application de l'article 18 est

accueillie ou rejetée avec ou sans motif. Les données

informatisées sont conservées pendant cinq (5) ans. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DAE 005

Enregistrement (SCT) : 001445 **Numéro de fichier :**

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les décisions sont conservées sur microfiche pendant vingt (20) ans lorsque l'application de l'article 18 est

accueillie ou rejetée avec ou sans motif. Les données

Commission de la Capitale nationale

Chapitre 42

Fichiers particuliers

Plan de formation plurianuel

Description : Ce fichier renferme les noms, les antécédents professionnels, des renseignements relatifs à l'éducation et à la formation acquises par les employés ainsi que la formation proposée. **Catégorie de**

personnes : employés de la CCN. **But :** ce fichier a pour but de faciliter le développement des ressources humaines en offrant la formation requise afin d'améliorer le rendement des employés dans le cheminement de carrière des employés. Le plan de formation est mis à jour tous les ans et est consulté annuellement afin d'identifier des cours précis. **Usages compatibles :** ce fichier est utilisé pour la formation ainsi que les plans de développement. **Normes de conservation et de destruction :** les dossiers sont détruits deux ans après la fin du plan de formation. **No. APC :** 85-001

Enregistrement (SCT) : 003148 **Numéro de fichier :** CCN PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

de la dernière mesure administrative et seraient ensuite imprimées. **Enregistrement (SCT) :** 003177 **Numéro de fichier :** CIR PPE 804

Fichiers ordinaires

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Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Commission de l'immigration et du statut de réfugié

Chapitre 41

Fichiers particuliers

Aide aux employés

Description : La Commission a conclu un protocole d'entente avec la Direction des services médicaux de Santé nationale et Bien-être social pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé nationale et Bien-être social contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés; les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation; et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes : Les employés et les commissaires de la CISR. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counselling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés.

Enregistrement (SCT) : 003176 **Numéro de fichier :** CIR PPE 803

Système de suivi des agents d'audience

Description : Ce fichier contient les noms et adresses des agents d'audience employés par la CISR. **Catégorie de personnes :** Employés de la CISR. **But :** Ces renseignements sont utilisés au moment d'assigner les revendications du statut de réfugié aux agents d'audience. **Usages compatibles :** Ces renseignements sont utilisés pour affecter les agents d'audience aux audiences et pour produire des rapports sur les cas qui leur sont assignés. **Normes de conservation et de destruction :** Les documents seront conservés pendant deux ans après leur dernière utilisation à des fins

administratives. **Enregistrement (SCT) :** 003175 **Numéro de fichier :** CIR PPE 802

Système de suivi des commissaires

Description : Ce fichier contient des renseignements personnels sur les commissaires, notamment l'adresse du domicile, le numéro de téléphone, les dates des affectations, la date d'expiration des affectations, et les langues parlées par les commissaires. **Catégorie de personnes :** Commissaires. **But :** Le but de ce fichier consiste à suivre la période de nomination (début et fin) des commissaires. Il constitue aussi une liste des personnes disponibles pour siéger à des audiences de la CISR. **Usages compatibles :** Ces renseignements sont utilisés pour affecter des commissaires aux cas et pour produire des rapports sur l'état d'avancement des cas assignés. **Normes de conservation et de destruction :** Les documents sont détruits deux ans après la date d'expiration du mandat du commissaire.

Enregistrement (SCT) : 003174 **Numéro de fichier :** CIR PPE 801

Système informatique de sécurité relatif à l'accès à la propriété - Toronto II

Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. **Catégorie de personnes :** Les employés de la région de Toronto II seulement. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. **Usages compatibles :** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. **Normes de conservation et de destruction :** Ces renseignements sont conservés pour une période d'un an pour ensuite être supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés.

Enregistrement (SCT) : 003178 **Numéro de fichier :** CIR PPE 805

Système informatique de sécurité relatif à l'accès à la propriété - Toronto I

Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. **Catégorie de personnes :** Les employés de la région de Toronto I seulement. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. **Usages compatibles :** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. **Normes de conservation et de destruction :** Ces renseignements sont conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés.

Enregistrement (SCT) : 003177 **Numéro de fichier :** CIR PPE 804

Système de suivi des agents d'audience

Description : Ce fichier contient les noms et adresses des agents d'audience employés par la CISR. **Catégorie de personnes :** Employés de la CISR. **But :** Ces renseignements sont utilisés au moment d'assigner les revendications du statut de réfugié aux agents d'audience. **Usages compatibles :** Ces renseignements sont utilisés pour affecter les agents d'audience aux audiences et pour produire des rapports sur les cas qui leur sont assignés. **Normes de conservation et de destruction :** Les documents seront conservés pendant deux ans après leur dernière utilisation à des fins

Commission d'appel des pensions

Chapitre 39

Fichiers particuliers

Dossiers individuels sur le personnel

Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée

à : Unité 1, Opérations du personnel, Région de la Capitale nationale, Administration du personnel, Santé et Bien-être social Canada, Edifice Jeanne-Mance, Parc Tunney, Ottawa (Ontario) K1A 0L4. **Numéro de fichier :** CAP PPE 801

Commission de contrôle de l'énergie atomique

Chapitre 40

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la

CCEA aux rayonnements

Ce fichier contient un relevé des doses de rayonnements auxquelles ont été soumis les spécialistes de la CCEA dans l'exécution de leurs fonctions. Le calcul cumulatif de ces doses est fait périodiquement. Ces dossiers sont conservés indéfiniment. **Numéro de fichier :** CEA PPE 802

Inspecteurs de la CCEA : dossier d'accréditation

En vertu du Règlement, les employés de la CCEA peuvent agir à titre d'inspecteurs. Les données demeurent dans le fichier personnel de ces employés, mais la correspondance qui a trait uniquement à leur nomination est conservée dans un fichier distinct. L'utilité première de ce fichier est de fournir un état à jour des nominations. Elle ne renferme que les noms et les secteurs pouvant faire l'objet de vérifications. **Numéro de fichier :** CEA PPE 803

Membres des comités consultatifs

La CCEA a établi deux comités consultatifs dont les membres viennent de l'industrie, du secteur universitaire et de certains autres milieux et qui font rapport au Président. Ce fichier contient de la correspondance ayant trait au recrutement des membres et peut comprendre les noms des employés actuels, ainsi que des détails sur leur emploi actuel et sur leur expérience. Les dossiers sont conservés pendant deux ans, après quoi ils sont envoyés aux Archives nationales. **Numéro de fichier :** CEA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne des affaires polaires
Chapitre 35

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commission canadienne des droits de la personne
Chapitre 36

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commission canadienne du blé
Chapitre 37

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Harcèlement

Présences et congés

Rémunération et avantages

Commission canadienne du lait
Chapitre 38

Fichiers particuliers

Dossier personnel des employés

Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de

nomination, évaluations du rendement au travail, assiduité au travail, registres de congé et de temps supplémentaire, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers. Le fichier contient le dossier de tous les employés dans les catégories suivantes : soutien administratif, administration et service extérieur, scientifique et professionnel, technique et gestion. Le

Commission canadienne d'examen des exportations

de biens culturels

Chapitre 34

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsque l'il y a des circonstances spéciales.

Usages compatibles : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, à rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des jettes dues à la Couronne. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée. **Enregistrement (SCT) :** 002850 **Numéro de fichier :** CLO PPE 804

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la Saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés du Commissariat au sujet desquels des mesures de Saisie-arrêt et de distraction de fonds ont été prises. **But :** Ce fichier permet, conformément à la Loi sur la saisie-arrêt

Fichiers ordinaires

(vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.)

Autorisations sécuritaires

Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Voyages et réinstallations

Evaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés
Rémunération et avantages
Stationnement
Voyages et réinstallations

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Evaluation du rendement
Griets
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Fichiers ordinaires

(Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.)

Usages compatibles : Ce fichier sert également à approuver les retenues de salaire. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au CLO pendant deux ans, puis détruit. **Enregistrement (SCT) :** 002849 **Numéro de fichier :** CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Fichiers particuliers

Fonctionnaire excédentaire

Description : Ce fichier contient des renseignements

personnels sur les fonctionnaires excédentaires qui

bénéficient d'une priorité de fonctionnaire excédentaire

(priorité légale accordée par la C.F.P.). Les

renseignements contenus sont : les études, les

antécédents professionnels, le C.V., copie de tous les

formulaires et de la correspondance administrative

touchant le fonctionnaire en ce qui concerne sa

situation, sa formation et sa préférence du lieu de travail.

Catégorie de personnes : Fonctionnaires déclarés

excédentaires. **But :** Ce dossier fournit aux agents du

personnel la documentation qui facilitera le placement

des fonctionnaires bénéficiant d'une priorité de dotation

au sein de la fonction publique. **Usages compatibles :**

Avoir un dossier à jour du fonctionnaire et des actions

prises pour lui trouver un nouveau poste. **Normes de**

conservation et de destruction : Deux ans après le

départ du fonctionnaire. **Enregistrement (SCT) :**

002847 **Numéro de fichier :** CLO PPE 801

Fond de pension de la Fonction publique – Dossier

Description : Ce dossier contient le certificat de

naissance de l'employé, de l'époux(se) et ses enfants;

de l'information sur le statut marital; date où l'employé

est devenu cotisant; transfert réciproque, service

accompagné d'option, calcul de pension. Historique

salarié et désignation de bénéficiaire. **Catégorie de**

personnes : Employés actifs et retraités qui ont contribué

au fond de pension. **But :** Pour avoir accès, dans un

endroit, à tous détails de pension. **Usages**

compatibles : Ce fichier a pour but de déterminer le

l'admissibilité au paiement de cotisations, à calculer le

Commissariat aux langues officielles

Chapitre 33

total des cotisations qui sont dues en rapport avec les années de service antérieures; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire. **Normes de conservation et de destruction :** Détruit deux ans après que toutes les activités aient été complétées. **Enregistrement (SCT) :** 002848 **Numéro de fichier :** CLO PPE 802

Formation et perfectionnement

Description : Ce fichier comprend les données

suitantes : des demandes pour suivre des cours et des

évaluations; le code d'identification de dossier personnel;

les résultats des examens et certificats; les dossiers

concernant le paiement des frais; la correspondance

connexe à la participation des employés à des cours de

formation et de perfectionnement parrainés par le

gouvernement ou par des organismes privés. Les

renseignements touchant le besoin en perfectionnement

pour chaque employé en vue d'améliorer son rendement

se trouvent dans le fichier concernant les évaluations de

rendement. **Catégorie de personnes :** Employés de

l'institution. **But :** Ce fichier a pour but de fournir de la

documentation pour l'administration des programmes de

formation et de perfectionnement au sein des ministères

et organismes fédéraux. **Usages compatibles :**

Approuver et inscrire la participation des employés à des

cours de formation et de perfectionnement et confirmer

les réalisations des employés. **Normes de conservation**

et de destruction : Les dossiers sont détruits cinq ans

après la fin des cours de formation et de

perfectionnement suivis par un employé.

Enregistrement (SCT) : 001265 **Numéro de fichier :**

CLO PPE 805

Renvois relatifs à la rétrogradation et au renvoi des

Description : Ce fichier contient des renseignements sur la rétrogradation et le renvoi des membres de la GRC.

orsque le dossier a été soumis au Comité externe d'examen de la Gendarmerie royale du Canada. Le

«Renvois relatifs à la discipline des membres de la ARC» peut contenir de la documentation sur les renvois

obligatoires en raison d'inconduite ou d'offense
priminaire. Pour avoir accès aux dossiers qui les

concernent, les intéressés doivent se conformer aux exigences formulées dans la demande d'accès à des

enseignements personnels, indiquant leur nom au complet et leur numéro matricule. Les personnes qui

veulent obtenir des renseignements particuliers devraient pouvoir identifier les documents visés afin de faciliter

Catégorie de personnes : Les membres de la GRC qui ont été l'objet

de procédures de renvoi ou de rétrogradation et dont le cas a été soumis au Comité d'examen de la GRC. **But :**

Ces renseignements sont utilisés par le Comité d'examen de la GRC en rapport avec le traitement des

Cas de renvoi ou de rétrogradation qui sont soumis au Comité en vertu de la Loi sur la GRC. **Usages**

compatibles : Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et

ne statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation

des rapports en vertu de la Loi sur la GRC.
Enregistrement (SCT) : 002874 Numéro de fichier :

CEG PPE 801

Description : Ce fichier renferme les renseignements,

relatives aux griefs qui ont été soumis par les membres des commissions, les recommandations et les décisions de la GBC et acheminés au Comité exécutif d'examen

de la GRC et attribuées au Comité externe d'examen de la GRC. En plus des renseignements qui figurent sur

personnels, les intéressés doivent fournir leur nom au

complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter

acheminement de leur demande. **Catégorie de personnes :** Les membres de la CBC dont le grief a été

Personnages : Les membres de la GRC dont le géri a été
acheminé au Comité externe d'examen de la GRC.

Numéro de fichier : CSA PPE 801

Fichiers particuliers

Contrats de services personnels

Description : ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat.

Catégorie de personnes : personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de surveillance des activités de renseignements de sécurité.

But : le but de ce fichier est de conserver les soumissions acceptées pour des contrats.

Usages

maladies ou les lésions professionnelles et les accidents
incluant le rapport d'enquête du superviseur sur les
accidents et la correspondance s'y rattachant, doivent
être conservés pendant deux ans et, pendant dix ans,
pour les rapports spécifiques. Quant aux dossiers
conservés par Travail Canada et par Santé et Bien-être
social Canada, ils doivent être conservés pour les
périodes mentionnées dans la description des fichiers
pertinents. **Renvoi au dossier # : NHW PCE 701**
Enregistrement (SCT) : 003330 Numéro de fichier :
CEI PPE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de
cette publication) une définition des fichiers ordinaires et
une description de leur contenu.

Aide aux employés

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-
mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

compatibles : les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats. **Normes de conservation et de destruction** : les fichiers sont conservés depuis la création du Comité en 1984. **Enregistrement (SCT)** : 0030317 **Numéro de fichier** : CSA PPE 803

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la Fonction publique. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique. Par conséquent, les renseignements contenus dans ce fichier peuvent, dans certains cas, être utilisés à d'autres fins administratives internes, tel que des enquêtes administratives et d'autres mesures disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. **Enregistrement (SCT) :** 002670 **Numéro de fichier :** CEI PPE 810

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes d'ÉIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intermédiaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité,

à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). **Catégorie de personnes :** Dossiers et données sur tous les employés et employées actuels d'ÉIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. **But :** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. **Usages compatibles :** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; elles servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'œuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une minimum de deux ans. **Enregistrement (SCT) :** 003331 **Numéro de fichier :** CEI PPE 812

Questionnaire sur le profil des employés de la Direction générale des programmes de la sécurité du revenu

Description : Le fichier contient des renseignements sur les fonctionnaires de la Direction générale des programmes de la sécurité du revenu, y compris leurs nom, classification d'emploi (groupe et niveau), langue maternelle officielle et la formation académique. **Catégorie de personnes :** Les employés de la Direction générale des programmes de la sécurité du revenu. **But :** Le fichier a pour but de déterminer les personnes qui ont besoin de formation. **Usages compatibles :** La planification des ressources humaines. **Normes de conservation et de destruction :** Les fichiers sont conservés jusqu'à une période de deux ans suivant le départ de l'employé. **No. APC :** 86-001 **Enregistrement (SCT) :** 003121 **Numéro de fichier :** SBS PPE 815

Sécurité et santé au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur, ces documents sont conservés par les organismes ou ministères du centre de responsabilité approprié. Conformément à la politique de Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance

Citoyenneté et Immigration / Développement des ressources humaines

Chapitre 30

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, un résumé imprimé relatif à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae. **Catégorie de personnes :** Les données portent sur les employés d'Emploi et Immigration Canada. **But :** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des administratives appropriées. **Usages compatibles :** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de

Enregistrement (SCT) : 002844 **Numéro de fichier :** RDI PPE 804

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le CRDI ou qui lui appartiennent. Le registre des déboursés en frais de stationnement est inclus dans le dossier du personnel sur chaque employé. **Catégorie de personnes :** Employés du CRDI. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Émettre les permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis.

Enregistrement (SCT) : 001153 **Numéro de fichier :** RDI PPE 802

alphabétique. Catégorie de personnes : Toutes les personnes qui font une demande d'emploi au Centre. **But :** Ce fichier a pour but de consigner des renseignements qui fournissent un répertoire de candidats à un emploi au Centre. **Usages compatibles :** Déterminer les candidats aux fins de recrutement et établir une liste de candidats par catégorie d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de six mois à compter de la date de réception de la demande d'emploi. **No. APC :** 86-001

Autorisations sécuritaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du CRDI. **But :** Ce fichier a pour but d'emmagasiner des renseignements et les affectations à l'étranger, les réinstallations et les affectations à l'étranger des employés du CRDI. **Usages compatibles :** Approuver les questions de voyage et de réinstallations ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Enregistrement (SCT) :** 002845 **Numéro de fichier :** RDI PPE 805

obtention et de relever le nom des candidats qui désirent devenir vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche, de planification et d'évaluation. **Communiquer avec :** Chef, Équité en matière d'emploi et Planification des ressources humaines, Services du personnel, Emploi et Immigration Canada, Place du Portage, Phase IV, 5e étage, Hull (Québec), (Adresse postale : Ottawa [Ontario] K1A 0J9). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. **Enregistrement (SCT) :** 002006 **Numéro de fichier :** CEI PPE 802

Fichiers particuliers

Dossiers du personnel

Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduité, classification, rémunération, pensions de retraite, assurance, avantages sociaux, transferts et affectations, résultats de tests d'exemption de formation linguistique, contrats de travail, appréciations du rendement, appels, griefs, conflits d'intérêt, mesures disciplinaires, certificats et diplômes, harcèlement, cartes d'emploi.

But : Ce fichier a pour but de consigner des renseignements pour maintenir un registre cumulatif de l'emploi d'un individu au Centre aux fins de faciliter la gestion du personnel. **Usages compatibles :** Conserver un dossier personnel à jour de chaque employé du Centre et maintenir un registre des antécédents personnels, documents d'engagement, promotions, congés, fonds de pension, cessation d'emploi, et autres. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Centre de recherches pour le développement international pendant tout le temps où l'employé est à son emploi ainsi que pendant une année par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 70 ans, ou deux ans après son décès, dans la mesure où deux années se sont écoulées depuis la dernière mesure administrative prise à l'égard des renseignements la concernant. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, appels, griefs, conflits d'intérêt, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le Centre de recherches pour le développement international pendant une période de cinq ans après la cessation d'emploi, puis ils sont détruits. **No. APC :** 86-001 **Enregistrement (SCT) :** 001152 **Numéro de fichier :** RDI PPE 801

Dossiers médicaux
Description : Ce fichier renferme les antécédents médicaux des employés du Centre de recherches pour le développement international et des membres de la famille du personnel du Centre affecté à l'étranger. Il contient des documents sur les examens avant l'affectation, les antécédents médicaux, des rapports d'examen physiques, des résultats de tests

Langues officielles

RDI PPE 803

Enregistrement (SCT) : 001154 **Numéro de fichier :**

Les dossiers sont généralement classés par nom en ordre alphabétique. **Catégorie de personnes :** Employés, actuels et anciens, du Centre. **But :** Ce fichier a pour but de consigner des renseignements pour établir un dossier médical de chaque employé, actuel ou ancien, du Centre. **Usages compatibles :** Maintenir les antécédents médicaux de chaque employé; conserver un dossier d'examen périodiques et annuels de tout employé qui voyage à l'étranger; et garder à jour le carnet médical des employés qui voyagent à l'étranger. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans après la cessation d'emploi ou la dernière mesure administrative, après quoi ils sont détruits. **No. APC :** 83-002

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification; les résultats des examens de la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés du CRDI. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** L'administration des programmes relatifs aux langues officielles au CRDI. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 002846 **Numéro de fichier :** RDI PPE 806

Répertoire des ressources humaines

Description : Ce fichier renferme un répertoire de candidats à un emploi au Centre de recherches pour le développement international. Il contient des demandes d'emploi, des renseignements personnels, les aptitudes déclarées et les emplois antérieurs, les résultats d'entrevues et la correspondance échangée. Il sert à déterminer les candidats aux fins de recrutement. Les dossiers sont généralement classés par nom en ordre

Centre canadien de gestion

Chapitre 28

Fichiers centraux

Base de données des individus

Description : Ce fichier peut contenir des renseignements de base sur les participants aux activités d'apprentissage du Centre canadien de gestion, sur les clients actuels et potentiels, sur les ressources internes et externes utilisées par le Centre et sur toute personne avec qui le Centre est en relation.

Catégorie de personnes :

Individus, principalement membres de la catégorie de gestion de la Fonction publique canadienne

qui sont en relation d'une façon ou d'une autre avec le Centre canadien de gestion. **But :** Ce fichier existe en vue d'établir et de tenir des dossiers sur la clientèle actuelle et potentielle du Centre afin de faciliter l'inscription de ces individus aux activités du Centre, de fournir l'information permettant d'établir le profil de cette clientèle pour mieux cibler l'élaboration et la livraison des produits offerts par le Centre. Ce fichier permet également d'établir et de tenir des listes de distribution à telle que la liste des contacts ministériels de formation à qui la publicité est envoyée en vrac.

Usages

compatibles : Le fichier sert à fournir les renseignements nécessaires pour identifier les clients et les ressources potentielles pour les activités offertes par le Centre. **Normes de conservation et de destruction :** Les dossiers sont conservés aussi longtemps que les données sont valides. **Enregistrement (SCT) :** 003329

Numéro de fichier : CCG PCD 701

Système d'identification des contacts ministériels

Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage.

Catégorie de personnes :

Contacts financiers et coordonnateurs ministériels de formation. **But :** Ce fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage.

Usages

compatibles : Le fichier sert à fournir les renseignements nécessaires pour communiquer par courriel, par téléphone ou par télécopieur avec les contacts financiers et coordonnateurs ministériels de formation. **Normes de conservation et de destruction :** Les dossiers sont conservés aussi longtemps que les données sont valides.

Enregistrement (SCT) : 003327 **Numéro de fichier :** CCG PCD 703

Système d'information sur les inscriptions

Description : Ce fichier peut contenir des renseignements de base sur les participants et des données administratives sur les activités d'apprentissage du Centre canadien de gestion. **Catégorie de**

Fichiers particuliers

Base de données "EXPERTS"

Description : Cette base de données est conçue en vue de rendre facile l'accès aux renseignements sur les domaines de compétence des membres du CCG.

Catégorie de personnes : Tout le personnel au CCG. **But :** La base de données peut être utilisée pour identifier les domaines de compétence et les relier au nom des membres du personnel du CCG; et pour fournir une série de mots-clés normalisés pour les domaines de connaissance et de compétence. **Usages**

compatibles : Le fichier aide à l'établissement de réseaux d'apprentissage et d'équipes chargées de projets; et contribue à l'atteinte de l'objectif qui consiste à promouvoir le CCG en tant qu'organisme d'apprentissage. **Normes de conservation et de destruction :** La base de données est mise à jour annuellement et les informations concernant une personne en particulier sont détruites lorsque celle-ci quitte le Centre. **Enregistrement (SCT) :** 003323

Numéro de fichier : CCG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Programme d'équité en matière d'emploi

Rémunération et avantages

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes d'emploi, leurs relevés de présence, d'absence et d'heures supplémentaires, les cours de formation et de perfectionnement qu'elles ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés

Centre canadien d'hygiène et de sécurité au travail

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs possessions. **Catégorie de personnes :** Employés du Centre. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-002 **Enregistrement (SCT) :** 000992 **Numéro de fichier :** HST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau,

d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Bureau fédéral de développement régional (Québec)

Chapitre 25

Fichiers particuliers

Affectation interministérielle

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans

d'autres ministères tels leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. **Catégorie de personnes :** Employés du

BFDR(Q) et de différents ministères présentement en affectation temporaire. **But :** Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. **Normes de conservation**

et de destruction : L'information est conservée pendant trois ans après la fin de l'entente. **Enregistrement (SCT) :** 003223 **Numéro de fichier :** FDQ PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés du BFDR(Q) ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'emploi. **Catégorie de personnes :** Employés du BFDR(Q) et des autres ministères. **But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans un institution gouvernementale. **Normes de conservation et de destruction :** Les documents sont

Dossier personnel d'un employé

- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Langues officielles
- Les accidents d'automobile, de bateau, d'embarcation et d'avion
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

conservés pendant deux ans et sont ensuite détruits. **Enregistrement (SCT) :** 003224 **Numéro de fichier :** FDQ PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Codes régissant les conflits d'intérêts et l'après-mandat

Dossier personnel de l'employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Les accidents d'automobile, de bateau,

d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Bureau du surintendant des institutions financières

Canada

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau,

d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau du Vérificateur général du Canada

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Bureau. **But :** Ce fichier contient des renseignements concernant des situations

Bureau du Conseil privé

Chapitre 21

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret

Description : Ce fichier contient les dossiers relatifs à

l'habilitation au secret des titulaires de postes, des candidats à de tels postes, et du personnel des agences de placement employées au sein du Cabinet du premier ministre, du Cabinet du vice-premier ministre, du Bureau du Conseil privé, du Bureau des relations

fédérales-provinciales, de divers groupes de travail et commissions royales d'enquête, du Cabinet du président du Conseil privé de la Reine pour le Canada, du Cabinet du leader du gouvernement au Sénat, du Secrétariat des conférences intergouvernementales canadiennes, de la résidence de son Excellence le gouverneur général, de la Commission canadienne des droits de la personne, du Comité de surveillance des activités de

renseignement de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation, sur le plan de la sécurité, de certaines personnes nommées par décret ou susceptibles de l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires (le cas échéant), des fiches de participation à une séance d'information sur la sécurité un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la

correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité. La cote de sécurité peut être inscrite dans les dossiers officiels du personnel. Le fichier renferme des dossiers sur les titulaires de postes, ou les candidats à de tels postes, ainsi que sur certaines personnes nommées par décret, ou susceptibles de l'être, au sein des institutions ou des organismes susmentionnés. **But :** Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé et de fournir des évaluations, sur le plan de la sécurité, sur certaines personnes nommées par décret ou susceptibles de l'être. Ce fichier contient des renseignements utiles aux décisions de mutation, de promotion ou de nomination

Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi

Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

- Évaluation du rendement
- Formation et perfectionnement
- Griets
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Bureau de l'inspecteur général du Service canadien du renseignement de sécurité

Chapitre 19

Les renseignements sur les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministre du Solliciteur général du Canada (Chapitre 103).

Bureau de la sécurité des transports Canada

Chapitre 20

Fichiers particuliers

Profils des employés
Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification; il contient également des données personnelles comme le niveau de scolarité, ses accreditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST. **Catégorie de personnes :** Les personnes employées pour une période indéterminée et les nouveaux employés. **But :** Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements sur les employés. **Enregistrement (SCT) :** 002982 **Numéro de fichier :** BST PPE 805

Trophée Gerry-Sauil
Description : Ce fichier contient de l'information sur les employés du trophée d'excellence ou de contribution exceptionnelle pour la promotion de la sécurité aérienne.

Catégorie de personnes : Les employés du BST. **But :** Connaître le nom des employés mis en nomination pour le trophée. **Usages compatibles :** L'information contenue dans ce fichier permet de créer des précédents. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant six années, après quoi ils sont confiés aux Archives nationales. **Enregistrement (SCT) :** 002983 **Numéro de fichier :** BST PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

- Autorisations sécuritaires
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement

Griets

Harèlement

Banque fédérale de développement

Chapitre 16

Fichiers particuliers

Sondage sur l'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur le sexe, la race, l'origine ethnique, et les handicaps physiques ou intellectuels des employés du gouvernement fédéral basés sur l'auto-identification. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés. **Catégorie de personnes :** Employés permanents à temps plein; employés permanents à temps partiel; employés

de leurs fonctions, recevoir une autorisation de sécurité. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contrats sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce. **Enregistrement (SCT) :** 002216 **Numéro de fichier :** BDC PPE 816

Voyages

Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés de la Banque du Canada. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'émagasiner des renseignements concernant les frais de déplacement des employés. **Usages compatibles :** Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits. **Enregistrement (SCT) :** 000075 **Numéro de fichier :** BDC PPE 841

Vérifications de fiabilité et autorisations de sécurité

Description : Ce fichier renferme les numéros d'assurance sociale, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, des rapports de vérification de solvabilité et des exemplaires remplis de la formule Consentement de divulgation de renseignements personnels. En outre, on y trouve des exemplaires remplis des questionnaires – Cote de sécurité du personnel et Évaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectués par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules exigées par le gouvernement canadien aux fins des autorisations de sécurité, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé et la correspondance concernant la cote de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque pour y fournir un service quelconque. **But :** Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'émagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison

de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. **Enregistrement (SCT) :** 000076 **Numéro de fichier :** BDC PPE 822

ordonnances de saisie de salaire. Normes de conservation et de destruction : Les dossiers sont

Usages compatibles : Veiller à l'exécution des numéros d'identification unique attribué à l'employé.

progressivement. Ce dernier sera remplacé par un

temporaires. **But :** Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports au Conseil du Trésor sur l'analyse des effectifs. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles). **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des

plus récents. **Enregistrement (SCT) : 001942 Numéro de fichier : BDC PPE 817**

Reinstallations

Description : Ce fichier renferme les autorisations, les

avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés.

Usages compatibles : Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits.

Enregistrement (SCT) : 000074 Numéro de fichier :

BDC PPE 840

Rémunération et avantages

Description : Ce fichier contient les certifications

nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y

compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre

des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de

chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui

permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu

conjointement par le Service de la paye et le Service du personnel. **Catégorie de personnes :** Employés de la

Banque du Canada. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et

des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le

revenu, de la Loi de 1971 sur l'assurance-chômage et le Règlement afférent, du Règlement du Canada sur les

normes du travail, du Règlement sur le Régime de pensions du Canada et de la Loi d'aide à l'exécution

des ordonnances et des ententes familiales et le règlement afférent. **Usages compatibles :** Ce fichier sert

principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins

d'identification et pour s'assurer que l'administration de la paye et des avantages est uniforme. Il faut absolument

inscrire le NAS dans ce fichier, toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des

circonstances spéciales se présentent. Le fichier sert aussi à la vérification et la conciliation des comptes

relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement

des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à permettre, conformément

à la Loi sur la saisie-arrêt et la distraction de pension, de procéder à la saisie-arrêt et à la distraction des fonds.

Normes de conservation et de destruction : Après le

Services de santé aux employés

BDC PPE 820

Enregistrement (SCT) : 002212 Numéro de fichier :

administratives, des renseignements en question.

soient écoulés depuis la dernière utilisation, à des fins

qu'il le dossier est détruit, pourvu que deux ans se

jusqu'à deux ans après le décès de l'employé; après

jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou

départ de l'employé, le dossier personnel est gardé

Stationnement

Description : Ce fichier renferme les demandes de

permis et la correspondance concernant le

stationnement de véhicules à moteur sur des propriétés

publiques. Le fichier concernant la rémunération et les

avantages renferme les dossiers relatifs aux déductions

pour le paiement des frais de stationnement. **Catégorie**

de personnes : Employés de la Banque du Canada.

But : Ce fichier a pour fonction d'emmagasiner des

renseignements relatifs à l'administration des privilèges

accordés en matière de stationnement. **Usages**

compatibles : Ce fichier sert à tenir un dossier des

permis de stationnement. **Normes de conservation et**

de destruction : Les dossiers sont conservés pendant

les 20 années qui suivent le départ de l'employé; certains dossiers relatifs

à des substances désignées sont conservés 20 ans de

plus. **Enregistrement (SCT) : 002215 Numéro de**

fichier : BDC PPE 830

Tiers Saisis

Description : Ce fichier renferme les ordonnances de

saisie de salaire et la correspondance s'y rapportant.

Catégorie de personnes : Employés de la Banque du

Canada. **But :** Ce fichier a pour but d'emmagasiner des

renseignements concernant les ordonnances de saisie

de salaire. Le numéro d'assurance sociale peut ou non

être indiqué. Son utilisation est parfois autorisée par la

Loi de l'impôt sur le revenu et de la Loi d'aide à

l'exécution des ordonnances et des ententes familiales

et le règlement afférent. L'utilisation non autorisée du

numéro d'assurance sociale dans cette banque de données

est interdite. **Normes de conservation et de destruction :**

Les dossiers sont conservés pendant les 20 années qui

suivent le départ de l'employé; certains dossiers relatifs

à des substances désignées sont conservés 20 ans de

plus. **Enregistrement (SCT) : 002215 Numéro de**

fichier : BDC PPE 830

est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences). **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans, puis détruits. **Enregistrement (SCT) :** 002211 **Numéro de fichier :** BDC PPE 821

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements qui servent au programme d'équité en matière d'emploi de la Banque, notamment ceux indiqués dans les formules d'auto-identification des employés des quatre groupes désignés dans la Loi sur l'équité en matière d'emploi, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Les données sont conservées sur micro-ordinateur. **Catégorie de personnes :** Employés réguliers à plein temps; employés réguliers à temps partiel; employés temporaires de la Banque du Canada. **But :** Les renseignements individuels ne seront utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est-à-dire pour la conception et la mise en œuvre des programmes ainsi que pour la préparation des rapports sommaires sur l'équité en matière d'emploi qui doivent être envoyés chaque année au ministre de l'Emploi et de l'Immigration. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ces données seront utilisées pour déterminer dans quelle mesure chacun des quatre groupes désignés jouit d'une représentation équitable dans chaque catégorie d'emploi et à tous les niveaux de responsabilité. Le numéro d'assurance sociale peut servir à relier les renseignements de ce fichier à ceux d'un autre fichier en vue d'établir des données statistiques sur les employés. **Normes de conservation et de destruction :** Les renseignements recueillis pour les besoins du programme d'équité en matière d'emploi, qui servent à la préparation du rapport annuel adressé au ministre de l'Emploi et de l'Immigration sont conservés pendant une période de trois ans après la parution du rapport, puis détruits. Les questionnaires d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Les questionnaires d'emplois en poste sont détruits dès réception de questionnaires

Langues officielles
Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'assurance sociale; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. **Enregistrement (SCT) :** 002214 **Numéro de fichier :** BDC PPE 826

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. **Usages compatibles :** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. **Enregistrement (SCT) :** 002219 **Numéro de fichier :** BDC PPE 836

Présences et congés
Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'assurance sociale, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Bien que le numéro d'assurance sociale (NAS) est inscrit sur les relevés d'absence, afin de permettre la vérification de l'identité des individus, il n'est cependant pas nécessaire de l'inscrire pour chaque type de données. Le relevé annuel des congés et des présences

dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

BDC PPE 810

Dotation

Description : Ce fichier contient les affiches de concours ; celles-ci décrivent les postes à combler, les échelles de salaire et les profils de sélection. Il contient les demandes de mutation, les imprimés relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les notes d'entrevue et les résultats de tests, les offres d'emploi, les avis destinés aux candidats, la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur les niveaux d'étude et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Canada. But : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé.

Normes de conservation et de destruction :

Les demandes de dotation sont conservées pendant une période de trois ans après l'année durant laquelle elles ont été reçues, puis détruites.

fichier : BDC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : sexe de l'employé; langue choisie pour la formation; demande pour suivre des cours et évaluations; numéro d'assurance sociale; résultats des examens et certificats; dossiers concernant le paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement pararrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement influençant le rendement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés.

Catégorie de personnes : Employés de la Banque du

Canada. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de

formation et de perfectionnement. L'utilisation du

BDC PPE 835

Harcelement

Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires.

Canada. But : Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail.

Usages compatibles :

Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits.

fichier : BDC PPE 837

Enregistrement (SCT) :

002218 Numéro de fichier :

ans après la date de règlement du grief, puis détruits.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant une période de cinq

ans après la date de règlement du grief, puis détruits.

Usages compatibles : Les

renseignements contenus dans ce fichier sont utilisés

exclusivement pour consigner et, le cas échéant,

résoudre les griefs à tous les paliers de la procédure.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant une période de cinq

ans après la date de règlement du grief, puis détruits.

Usages compatibles : Les

renseignements contenus dans ce fichier sont utilisés

exclusivement pour consigner et, le cas échéant,

résoudre les griefs à tous les paliers de la procédure.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant une période de cinq

ans après la date de règlement du grief, puis détruits.

Usages compatibles : Les

renseignements contenus dans ce fichier sont utilisés

exclusivement pour consigner et, le cas échéant,

résoudre les griefs à tous les paliers de la procédure.

Normes de conservation et de destruction : Les

dossiers sont conservés pendant une période de cinq

ans après la date de règlement du grief, puis détruits.

Usages compatibles : Les

renseignements contenus dans ce fichier sont utilisés

exclusivement pour consigner et, le cas échéant,

résoudre les griefs à tous les paliers de la procédure.

maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subseqüemment; et fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. **Normes de conservation et de destruction :** Les dossiers se rapportant aux premiers soins sont conservés pendant une période de deux ans; les dossiers relatifs aux maladies ou aux lésions de travail, ou aux accidents de travail, sont conservés pendant 10 ans. **Enregistrement (SCT) :** 002217 **Numéro de fichier :** BDC PPE 831

Cartes d'accès
Description : Ce fichier renferme les renseignements suivants : exemplaires remplis de la formule de demande d'émission de carte d'accès, norms, portraits, niveaux de sécurité, statuts et numéros d'assurance sociale d'individus, servant à l'émission des cartes d'accès. **Catégorie de personnes :** Employés de la Banque du Canada; les contractuels; les locataires; le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque pour y fournir un service quelconque. **But :** Ce fichier a pour but d'ermagasiner des renseignements connexes à l'émission des cartes d'accès. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique. **Usages compatibles :** Ce fichier sert à émettre et à contrôler les cartes d'accès. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans après le départ de l'individu ou deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. **Enregistrement (SCT) :** 003289 **Numéro de fichier :** BDC PPE 818

Dossier personnel d'un employé
Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'assurance sociale; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démissions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi, les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et

les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et à la sécurité professionnellement; à l'hygiène et à la discipline; à la rémunération et aux congés; à la

et de destruction : Après le départ de l'employé, les références professionnelles. **Normes de conservation**

Banque du Canada

Chapitre 15

Fichiers particuliers

Accidents de travail

Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation

Forces armées de Terre-Neuve – Seconde Guerre

mondiale

Description : Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquelles ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule. **Catégorie de personnes :** Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946. **But :** Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000565 **Numéro de fichier :** APC PCE 713

Marine royale canadienne (MRC) – dossiers sur la

solde – Seconde Guerre mondiale

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi. **Catégorie de personnes :** Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale. **But :** Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000564 **Numéro de fichier :** APC PCE 712

Recrues inscrites au programme d'entraînement de 30 jours – Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service,

Voyages et réinstallations

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Mesures disciplinaires

d'embarcation et d'avion

Les accidents d'automobile, de bateau,

Langues officielles

Griefs

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

mandat

Code régissant les conflits d'intérêts et l'après-

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Aide aux employés

une description de leur contenu.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et

(SCT) : 000563 **Numéro de fichier :** APC PCE 711 **Renvoi au dossier # :** APC CDP 170 **Enregistrement**

archivistiques et le reste sera détruit. **No. APC :** 85-012 sera conservée aux Archives nationales à des fins ans. Après cette période, une partie de ces dossiers gardés jusqu'à ce que le sujet ait atteint l'âge de 90 **conservation et de destruction :** Ces dossiers sont l'individu une attestation de service. **Normes de pensions et autres avantages sociaux et à fournir à 1940. But :** Ce fichier sert à vérifier l'admissibilité aux sous la Loi de mobilisation des ressources nationales de recrues qui ont reçu un entraînement spécial de 30 jours date de naissance. **Catégorie de personnes :** Les nom de famille au complet, leur numéro matricule et leur consulter ces dossiers doivent indiquer leurs prénoms et la catégorie médicale, etc. Les personnes qui désirent

et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux

Évaluations du rendement – Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières

Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention.

Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000572 **Numéro de fichier :** APC PCE 720

Feuilles de solde de l'Armée canadienne

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénom et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948. **But :** Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000567 **Numéro de fichier :** APC PCE 715

Enregistrement (SCT) : 000569 **Numéro de fichier :** APC PCE 717

85-012 Renvoi au dossier # : APC CDP 170

No. APC : 85-012 **Renvoi au dossier # :** APC CDP 170

Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Certains membres des troupes régulières et des réservistes classe C. **But :** Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170

État de solde des membres de la Force de réserve de l'Armée (1920-1949)

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom de l'individu, le numéro matricule, l'admissibilité à la solde et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** Le personnel de la Réserve de l'Armée canadienne. **But :** Ce fichier sert à vérifier l'état de solde, régler les réclamations de pension de retraite avec le ministère des Approvisionnement et Services et peut-être aussi à racheter les années de service. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170

Banque de données sur les pensions – Force

régulière

Description : Ce fichier contient des informations sur le

versement à un régime de pension de retraite et sur les

bénéfices de ce régime. Les personnes qui désirent

consulter ces dossiers doivent indiquer leur prénoms et

nom de famille au complet, leur date de naissance, leur

numéro matricule et la durée du service. **Catégorie de**

personnes : Le personnel des Forces canadiennes qui a

souscrit à un régime de pension de retraite. **But :** Ce

fichier sert à supporter les décisions relatives au droit à

la pension. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 90 ans. Après cette période,

une partie de ces dossiers sera conservée aux Archives

nationales à des fins archivistiques et le reste sera

détruit. **No. APC :** 85-012 **Renvoi au dossier # :**

APC CDP 170 **Enregistrement (SCT) :** 000571

Numéro de fichier : APC PCE 719

Corps expéditionnaire canadien – ordres de service

Description : Ce fichier contient des informations

personnelles limitées qui pourraient inclure, outre le nom

au complet et le numéro matricule, le compte rendu des

transactions quotidiennes sur le personnel, le nom de

l'unité, la durée du service, etc. Les personnes qui

désirent consulter ces dossiers doivent indiquer leurs

prénoms et nom de famille au complet, leur numéro

matricule, leur date de naissance, le nom de l'unité et la

durée du service. **Catégorie de personnes :** Le

personnel du Corps expéditionnaire canadien (CEC) de

1914 à 1919. **But :** Ce fichier sert à authentifier les

données du service en fonction des revendications

possibles qui pourraient survenir relativement à la solde

et autres avantages, et pour vérifier les demandes

portant sur les héritages et les testaments. **Normes de**

conservation et de destruction : Ces dossiers sont

gardés pour 90 ans à partir de la date de la dernière

correspondance et après cette période, ils seront

conservés aux Archives nationales à des fins

archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :**

APC CDP 170 **Enregistrement (SCT) :** 000558

Numéro de fichier : APC PCE 706

Dossiers de services auxiliaires – Seconde Guerre

mondiale

Description : Ce fichier contient des renseignements

personnels limités et des détails sur les états de service

et des détails sur les états de service, tels que données d'emploi, durée et genre du service,

etc. Les personnes qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de famille au

complet, leur date de naissance, le nom de l'unité et,

pour les pompiers seulement, leur numéro matricule.

Catégorie de personnes : Le personnel qui a fait partie

des troupes auxiliaires pendant la Seconde Guerre

mondiale, notamment les pompiers, les membres de la

Croix-Rouge, les opérateurs spéciaux, les

correspondants de guerre et les détachements d'aide

bénévoles. **But :** Ce fichier sert à vérifier la durée du

service et à déterminer l'admissibilité à une pension de

retraite. **Normes de conservation et de destruction :**

APC CDP 170 **Enregistrement (SCT) :** 000562

Numéro de fichier : APC PCE 710

Dossiers dentaires – Seconde Guerre mondiale,

Contingent spécial, Force de réserve et troupes

régulières des forces armées canadiennes

Description : Ce fichier contient des fiches dentaires,

des commentaires, des avis, des informations sur des

examens et des tests dentaires spéciaux, etc. Les

personnes qui désirent consulter ces dossiers doivent

indiquer leurs prénoms et nom de famille au complet,

leur date de naissance, leur numéro de matricule et la

durée du service. **Catégorie de personnes :** Le

personnel militaire de la Seconde Guerre mondiale, le

personnel du Contingent spécial qui a participé aux

opérations des Nations Unies en Corée, le personnel

des Forces de réserve, le personnel des troupes

régulières et ceux de la Force de réserve classe C. **But :**

Ce fichier sert à authentifier les données sur les états de

service de façon à étayer les décisions relatives au droit

à la pension et à d'autres avantages, et à traiter les

réclamations relatives à la pension. Ces renseignements

peuvent aussi être utilisés à des fins d'identification

médico-légale. **Normes de conservation et de**

destruction : Ces dossiers sont gardés jusqu'à ce que

le sujet ait atteint l'âge de 90 ans, exception faite des

dossiers du personnel des Forces de réserve qui sont

gardés pour 70 ans suivant la date de naissance de

l'individu en cause. Après cette période, les dossiers du

personnel de la Seconde Guerre mondiale et du

Contingent spécial sont conservés aux Archives

nationales du Canada à des fins archivistiques. Les

dossiers de ceux qui ont servi dans les Forces

régulières, la Force de réserve classe C et les Forces de

réserve sont habituellement détruits à l'expiration de leur

ces dossiers sera conservée aux Archives nationales si

on juge qu'ils ont une valeur archivistique. **No. APC :**

85-012 **Renvoi au dossier # :** APC CDP 170

Enregistrement (SCT) : 001943 **Numéro de fichier :**

APC PCE 721

Dossiers médicaux – Seconde Guerre mondiale,

Contingent spécial, Force de réserve et troupes

régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches médicales,

des rapports d'examen spéciaux, des rapports

médicaux journaliers, des observations et diagnostics,

etc. Les personnes qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de famille au

complet, leur date de naissance, leur numéro matricule

et la durée du service. **Catégorie de personnes :** Le

personnel militaire de la Seconde Guerre mondiale, le

personnel du Contingent spécial ayant participé aux

opérations des Nations Unies en Corée, le personnel

des Forces de réserve le personnel des troupes

régulières et celui de la Force de réserve classe C. **But :**

Ce fichier sert à authentifier les données sur les états de

certificats d'enrôlement, des renseignements sur les promotions et affectations, des fiches médicales, des cessations de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance et numéro matricule, le nom de l'unité et la durée du service.

service; **catégorie de personnes** : Le personnel militaire qui a servi avec les Forces canadiennes durant la Première Guerre mondiale. **But** : Ce fichier sert à authentifier les données du service afin d'établir les décisions relatives au droit à la pension et autres bénéfices et pour fournir au requérant une attestation de service. **Normes de conservation et de destruction** :

Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000566 **Numéro de fichier** : APC PCE 714

Banque de données sur le personnel militaire des unités – Seconde Guerre mondiale, Contingent spécial, Force de réserve et Force régulière
Description : Ce fichier contient les certificats

durée du service, des renseignements généraux sur les affectations, les états de solde, l'emplacement et le lieu d'habitation, ses renseignements sur les promotions et les autres personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la

Catégorie de personnes : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et celui de la Force de réserve classe C. **But :** Le fichier sert à identifier les données sur les états de

destruction : Ces dossiers sont gardés jusqu'à ce que l'attestation du service, *Normes de conservation et de*

le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives

nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on

Enregistrement (SCT) : 000568 Numéro de fichier :
85-012 Renvoi au dossier # : APC CDP 170
APC PCE 716

contrôle de la qualité. Renvoi au dossier # :
APC CDP 170 Enregistrement (SCT) : 000553
Numéro de fichier : APC PCE 701

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes – ordres quotidiens partie II

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désireraient consulter ces dossiers doivent indiquer leurs prévisions et nom de famille au complet, leur numéro matricule, le nom de

Catégorie de personnes : "unité et la durée du service, "Personnel de l'Armée canadienne en temps de guerre, "Continuing special et troupes régulières, de 1939 à 1966. **But :** Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux", et pour vérifier les demandes portant sur les héritages et les testaments. **Normes de**

conservation et de destruction : Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000561 **Numéro de fichier :**

APC PCE 709

Aviation royale du Canada (ARC) – ordres quotidiens de service courant

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des

transactions sur le personnel, le nom de l'unité, la durée de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénom et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes :** le personnel de l'Aviation royale du Canada (RCAF) de 1924 à 1969. **But :** Ce fichier sert à authentifier les

données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 90 ans à partir de la date de dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives.

nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000560 **Numéro de fichier** : APC PCE 708

Banque de données du personnel militaire – Première Guerre mondiale

Description : Ce fichier contient des renseignements personnels et médico-dentaires qui peuvent inclure les

Fichiers centraux

Anciens employés civils – dossiers de la

Description : Ce fichier contient les dossiers créés par la Commission de la Fonction publique pour consigner et fournir de l'information en vue de dotation au moyen d'un répertoire. Les anciens employés qui désirent

norm de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. Consulter ces dossiers doit indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi.

et d'évaluation liées au répertoire de dotation, de la planification des ressources humaines et de la gestion

de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. ABC :** 85-012 **Benloy au dossier # :**

APC CDP 170 *Enregistrement (SCT)* : 000555

Numéro de fichier : APC PCE 703

Anciens employés civils – dossiers individuels sur le

personnel

Description : Ce fichier contient des informations personnelles semblables ou parallèles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs

prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de personnes :** Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à vérifier des décisions concernant les

employés, à déterminer s'ils ont encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient réengagés. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie

à des fins archivistiques et le reste sera détruit. **No.**
APC : 85-012 **Renvoi au dossier # :** APC CDP 170
Enregistrement (SCT) : 000554 **Numéro de fichier :** APC PCE 702

APC PCE 702

Anciens employés civils – dossiers médicaux Santé

et Bien-être social

Description : Ce fichier contient les dossiers créés par le Ministère de la Santé nationale et du Bien-être social afin de consigner les examens médicaux. Les anciens

employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de**

personnes : Anciens employés civils du gouvernement

statistiques portant sur des questions telles que le placement, la retraite, les congés de maladie, etc., et pour d'autres fins telles que requis par la Loi sur la pension de la Fonction publique, etc. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80

ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000557 **Numéro de fichier** : APC PCE 705

Anciens employés civils – dossiers sur les pensions de retraite ASC

Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnement et Services afin de désigner toutes les transactions s'appliquant à la pension en vertu de la loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de

Catégorie de personnes : Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations

la pension payable. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives

détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000556
Numéro de fichier : APC PCE 704
 Système automatisé d'index PERSFILE

Description : Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers du Centre des documents du personnel. L'index automatisé contient en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que (nom), (prénom), (date de naissance), (sexe).

numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire). **Catégorie de personnes** : Anciens employés, militaires et civils du gouvernement fédéral. **But** : Ce fichier a pour but d'identifier et de recouvrer

documents conservés au Centre des documents du personnel qui concernent les anciens employés du gouvernement. **Normes de conservation et de destruction** : Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle

le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfilm sont créés semi-annuellement et conservés pendant cinq ans pour

Fichiers ordinaires	
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Évaluation du rendement	
Griefs	
Harcèlement	
Langues officielles	
Les accidents d'automobile, de bateau, d'embarcation et d'avion	
Mesures disciplinaires	
Présences et congés	
Primes d'encouragement	
Rémunération et avantages	
Sécurité et santé au travail	

Anciens combattants Canada

Chapitre 13

Fichiers ordinaires	
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	
Aide aux employés	
Autorisations sécuritaires	
Cartes d'identification et laissez-passer	
Code régissant les conflits d'intérêts et l'après-mandat	
Dossier personnel d'un employé	
Dotation	
Évaluation du rendement	
Formation et perfectionnement	
Griefs	
Voyages et réinstallations	
Vérification de la fiabilité	
Stationnement	
Sécurité et santé au travail	
Rémunération et avantages	
Programme d'équité en matière d'emploi	
Primes d'encouragement	
Présences et congés	
Mesures disciplinaires	
d'embarcation et d'avion	
Les accidents d'automobile, de bateau, d'embarcation et d'avion	
Langues officielles	
Harcèlement	

AGR SM1 497 **Enregistrement (SCT) : 002942 Numéro de fichier : AGR PPE 824**

Système de placement par priorité

Description : La description du contenu : la base de

données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le

prénom, le genre de priorité, raison de statut

d'excédentaire, le ministère, la région, la direction

générale, la direction, le numéro du poste, le groupe et

numéro de téléphone du conseiller en ressources

humaines. 2) Données de parallélisme consistent de la

date du début et la date de la fin, leur mobilité, le lieu de

travail, leur disponibilité pour travailler, leur volonte

d'accepter un poste de niveau inférieur, les groupes et

niveaux acceptables, le titre de leur poste actuel, leur

profil des compétences, leur éducation et expérience et

leur numéro de téléphone du bureau et de leur domicile.

3) Les résultats (les gestionnaires n'ont pas accès à

cette écran, seulement la section des ressources

humaines peuvent accéder cette écran en raison de

statistiques). Ces écrans contiennent des renseignements

sur les employés qui ont accepté un autre poste, qui

ont démissionner de la fonction publique et qui ont été

mis en disponibilité, s'ils ont été recyclé et à quel coût,

les données sur les indemnités que l'employé a reçu

telles que, combien a-t-il reçu pour sa rémunération de

sa période de priorité d'excédentaire, l'indemnité de

cessation d'emploi, l'indemnité de cessation de service

et la prime au maintien. **Catégorie de personnes :**

Employés qui sont des priorités. **But :** De parer les

employés prioritaires pour d'autres possibilités d'emploi.

Usages compatibles : Il n'y a pas d'usages

compatibles. **Normes de conservation et de**

destruction : L'information est détruite après 2 ans après

la dernière utilisation administrative. **Renvoi au dossier**

: AGR DRH 920 Enregistrement (SCT) : 003320

Numéro de fichier : AGR PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en

partie, les données suivantes concernant l'équipement et

les services de télécommunications installés ou

disponibles dans les bureaux du Ministère, notamment

les détails sur les appels interurbains faits à partir d'un

appareil du Ministère, la liste des employées autorisées à

utiliser les codes d'appel pour le réseau interurbain du

gouvernement et le coût qui représentent l'équipement

et l'utilisation des services. On peut y trouver

l'enregistrement des détails des appels effectués à partir

des téléphones du gouvernement, qu'il s'agisse d'appels

locaux ou interurbains. Ceci peut comprendre le numéro

du poste d'origine, le numéro composé, le lieu appelé, la

date et l'heure du début et de la fin de l'appel, la durée

de l'appel, la voie d'acheminement et le coût. Ces

données sont également disponibles pour les appels

interurbains effectués à l'aide d'un code d'appel du

gouvernement. Les numéros composés peuvent se

rapporter à n'importe quel téléphone accessible

localement ou par le réseau interurbain du

gouvernement, le service d'interurbain commercial et

d'autres réseaux ministériels spécialisés. Etant donné

que beaucoup de numéros de téléphone ou de postes

du gouvernement sont identifiés à certains employés, le

mode d'appel et les numéros composés peuvent révéler

des renseignements sur un fonctionnaire donné du

Ministère. **Catégorie de personnes :** Employés du

Ministère. **But :** La compilation de cette banque vise à

faciliter la question des télécommunications. Les

données d'enregistrement des appels sont recueillies

dans le but de constituer une base pour le calcul et

l'imputation du coût réel des services aux organismes

ministériels. Elles constituent également des

renseignements permettant aux gestionnaires d'unité

organisationnelle de contrôler l'utilisation des services et

les coûts qui s'y rapportent. **Usages compatibles :** Ces

données sont utilisées pour la gestion quotidienne des

télécommunications, grâce à la répartition des coûts

réels en fonction de l'utilisation des services, et pour que

les gestionnaires du Ministère soient au courant de

l'utilisation des services que font leurs employés

respectifs. **Normes de conservation et de**

destruction : Ces données sont conservées pendant

deux ans, sauf dans le cas de données sur les

opérations financières qui sont conservées pendant six

ans. **Renvoi au dossier # : AGR DSI 852**

Enregistrement (SCT) : 003319 Numéro de fichier :

AGR PPE 827

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports

de vérification du Centre d'information de la police

canadienne (CIPC) et, le cas échéant, des fiches

d'empreintes digitales, des rapports d'enquêtes et des

casiers judiciaires. **Catégorie de personnes :** Employés

actuels ou éventuels du Ministère qui n'ont pas de cote

de sécurité mais dont il faut vérifier la fiabilité en raison

de l'accès facile aux renseignements de nature délicate

ou aux biens de grande valeur. **But :** Garantir que les

employés actuels assujettis à cette vérification ainsi que

les employés éventuels du Ministère satisfont aux

normes de fiabilité et de confiance qui s'imposent pour

l'exécution de leurs fonctions ou tâches. **Usages**

compatibles : Déterminer la fiabilité des personnes. Des

renseignements peuvent être divulgués à la GRC pour

vérifier si les personnes en question ont un casier

judiciaire. **Normes de conservation et de destruction :**

Les documents sont conservés pendant une période de

deux ans après le dernier emploi administratif (qui

correspond habituellement à une mutation, une

promotion ou la cessation d'emploi) et sont ensuite

détruits. Sur réception d'un avis d'octroi de grâce, le

casier judiciaire est immédiatement détruit. **Renvoi au**

dossier # : AGR DRH 860 Enregistrement (SCT) :

002099 Numéro de fichier : AGR PPE 813

Voyages et réinstallations

Description : Ce fichier renferme des demandes

autorisées pour les cartes de crédit du ministère et les

cartes individuelles de voyage, les voyages à l'étranger,

la participation aux conférences, les réinstallations, les

avances, les demandes de remboursement, les

aménagements de voyages et les itinéraires, les

stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservés aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'institution. **But :** Enregistrer des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. APC :** 85-001 **Renvoi au dossier # :** AGR DGI 913 **Enregistrement (SCT) :** 002283 **Numéro de fichier :** AGR PPE 816

Système d'information financière – AGRIFIN
Description : Information financière pour le Ministère. Cette information sera classifiée comme suit :
 responsabilité (interclassement); autorité (affectation); but (activité); projet; ligne d'exécution (nature). En ce moment, l'information personnelle (i.e. adresses, numéros de téléphone, âge, sexe, statut marital, pays d'origine, citoyenneté etc.) avec l'exception du nom de l'employé ainsi que le Numéro d'assurance sociale (NAS) n'est ni capturée ou conservée dans Agrifin. Le NAS est utilisé avec le numéro de position pour identifier l'employé dans l'unique but de calculer l'utilisation des années-personnes. **Catégorie de personnes :** Employés du Ministère. **But :** Le NAS est utilisé avec le numéro de position pour identifier les employés dans l'unique but de calculer l'utilisation des années-personnes. **Usages compatibles :** Se référer au "But" de la banque. **Normes de conservation et de destruction :** L'information demeure dans Agrifin et est reportée d'année en année et mise à jour lorsque nécessaire. Lorsque les employés quittent le Ministère, ils sont subseqüemment rayés du système. **Renvoi au dossier # :** AGR DGI 852 **Enregistrement (SCT) :** 002945 **Numéro de fichier :** AGR PPE 805

Système d'information sur les ressources humaines
Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification).

Système de gestion de l'information de la Direction générale
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). **Catégorie de personnes :** Employés de la Direction générale. **But :** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. **Usages compatibles :** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux personnels impliqués à la gestion du personnel. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **Renvoi au dossier # :**

Système de gestion de l'information de la Direction générale
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). **Catégorie de personnes :** Employés de la Direction générale. **But :** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. **Usages compatibles :** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux personnels impliqués à la gestion du personnel. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **Renvoi au dossier # :**

Système de gestion de l'information de la Direction générale
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). **Catégorie de personnes :** Employés de la Direction générale. **But :** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. **Usages compatibles :** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux personnels impliqués à la gestion du personnel. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **Renvoi au dossier # :**

pourcentage. Catégorie de personnes : Employés du Ministère. **But :** Fournir des renseignements sur l'emploi du temps des employés du Ministère détachés auprès des provinces, en fonction des divers sujets de consultation. **Usages compatibles :** Enregistrer le temps que les employés consacrent à conseiller les petits exploitants de fermes familiales sur le plan administratif. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans. **No. APC :** 72-003 **Enregistrement (SCT) :** 000909 **Numéro de fichier :** AGR PPE 801

Projets internationaux agricoles
Description : Ce fichier contient des renseignements sur les objectifs et les événements marquant des projets outre-mer exécutés par Agriculture et Agro-alimentaire Canada, ainsi que les noms des personnes qui y participent et les endroits où elles travaillent. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire engagés dans les projets de l'ACDI. **But :** Dresser un inventaire courant du personnel de la Direction des programmes internationaux engagé dans des projets. **Usages compatibles :** Répartir les ressources humaines et d'évaluer l'avancement des projets. **Normes de conservation et de destruction :** Les dossiers sont conservés pour toute la durée d'emploi, plus un an. **No. APC :** 86-001 **Renvoi au dossier # :** AGR SMI 492 **Enregistrement (SCT) :** 001857 **Numéro de fichier :** AGR PPE 806

Répertoire des compétences en recherche
Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, NAS, classification, première langue officielle, compétences en recherche et données sur les retraites. **Catégorie de personnes :** Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle. **But :** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. **Usages compatibles :** Planifier la demande future en matière de personnel scientifique et professionnel. Il sert surtout à la planification statistique. **Normes de conservation et de destruction :** Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 921 **Enregistrement (SCT) :** 002700 **Numéro de fichier :** AGR PPE 803

Répertoire des ressources humaines
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale du développement agricole du ministère de l'Agriculture et Agro-alimentaire. **Catégorie de personnes :** Employés de la Direction générale du développement agricole, ministère de l'Agriculture et Agro-alimentaire. **But :** L'information a été recueillie pour la gestion du personnel et sert de banque de données pour le Système d'information de gestion de la Direction générale. **Usages compatibles :** Contrôler la participation de tous les employés de la Direction

générale aux cours de formation, aux conférences et aux projets. Sert également à des fins de statistique dans l'exécution de programmes tels que l'action positive, la parité salariale et les langues officielles. L'information est présentée aux Chefs décisionnaires, leurs représentants, ainsi qu'au personnel de la Gestion du personnel. Aucune information n'est donnée à l'extérieur. **Normes de conservation et de destruction :** Les dossiers sont conservés tant que l'employé travaille à la Direction générale du développement agricole, plus deux ans. Ensuite les renseignements sont transférés aux Archives nationales du Canada. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 860, 921 **Enregistrement (SCT) :** 002095 **Numéro de fichier :** AGR PPE 812

Répertoire des ressources humaines pour affections internationales - employés
Description : Ce fichier contient des renseignements personnels, études, expertise, expérience, emploi international, connaissances linguistiques, lesquels sont conservés sur dBase III et documents à l'appui. **Catégorie de personnes :** Employés d'Agriculture et Agro-alimentaire Canada. **But :** Établir et maintenir un inventaire des employés du ministère qui aimeraient avoir un emploi à l'extérieur du Canada avec les organisations bilatérales ou multilatérales y compris les projets de développement exécutés par Agriculture et Agro-alimentaire Canada. **Usages compatibles :** Faire des recherches en vue d'identifier des candidats parmi les employés du Ministère pour combler des postes vacants. Ces renseignements sont partagés avec les différentes directions, ministères et gouvernements au niveau international, avec le consentement des intervenants et du candidat. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **Renvoi au dossier # :** AGR SMI 492 **Enregistrement (SCT) :** 002702 **Numéro de fichier :** AGR PPE 823

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles :** Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agro-alimentaire pendant deux ans, puis détruit. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 925 **Enregistrement (SCT) :** 002048

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le

entre les habilités de gestion d'un individu et le profil.

Catégorie de personnes : Tous les employés

d'Agriculture et Agro-alimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveau supérieur du groupe de la direction. **But** : Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux et personnellement en grandir, professionnellement et personnellement en mettant l'accent sur les habilités spécifiques de formation et de perfectionnement. **Usages compatibles** : Même que pour 'But'. **Normes de conservation et de destruction** : Conservation

dossier # : AGR DRH 860 **Enregistrement (SCT)** :

002946 **Numéro de fichier** : AGR PPE 820

Programme d'équité en matière d'emploi

Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut, d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe; s'ils sont autochtones ou non, s'ils souffrent d'un handicap ou s'ils font partie d'une minorité visible. Le nom et le numéro d'assurance sociale peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **But** :

Ce fichier contient toute la documentation nécessaire en la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS, toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. **Normes de conservation**

et de destruction : Mise à jour effectuée sur une base trimestrielle. **No. APC** : 85-001 **Renvoi au dossier #** : AGR DRH 860 **Numéro de fichier** : AGR PPE 818

Programme de développement des petites

exploitations

Description : Ce fichier comprend le nom et le numéro d'identité des employés; la date des visites et l'endroit; les sujets de consultation et le temps accordé, en

groupe et niveau, statut, début du statut, fin du statut,

région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de

rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes** : Membres du groupe de la direction à Agriculture et Agro-alimentaire Canada. **But** : Pour aider dans la dotation des membres du groupe de la direction. **Usages compatibles** : Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. **Normes de conservation et de destruction** : Les documents sont conservés pendant 2 ans. **No. APC** : 86-001 **Renvoi au dossier #** : AGR DRH 860 **Enregistrement (SCT)** : 002698

Numéro de fichier : AGR PPE 819

Inventaire des projets

Description : Ce fichier contient des renseignements sur les objectifs et les événements marquant des projets de recherche, ainsi que les noms des personnes qui y participent et les endroits où elles travaillent. **Catégorie de personnes** : Employés du ministère d'Agriculture impliqués dans les projets de recherche. **But** : Dresser un inventaire courant du personnel de la Direction générale de la recherche impliqué dans les projets de recherche. **Usages compatibles** : Répartir les ressources humaines et d'évaluer l'avancement des projets. **Normes de conservation et de destruction** :

L'information est gardée au système tant que l'employé fait partie de la Direction générale des recherches, plus deux ans. Ensuite, les renseignements sont transférés aux Archives nationales du Canada. **No. APC** : 86-001 **Renvoi au dossier #** : AGR DRH 921 **Enregistrement (SCT)** : 000910 **Numéro de fichier** : AGR PPE 802

Nominations ou détachement du personnel à l'OTAN

Description : Les données recueillies portent sur la classification, la scolarité, le lieu d'emploi, la langue, les renseignements d'ordre personnel, les antécédents, la cote de sécurité, et la formation des employés en question. **Catégorie de personnes** : Employés du ministère de l'Agriculture et Agro-alimentaire détachés ou nommés à l'un des organismes de l'OTAN. **But** :

Enregistrer les renseignements relatifs à l'identité et aux antécédents des employés du ministère de l'Agriculture et Agro-alimentaire qui sont détachés ou nommés à l'un des organismes de l'Organisation du Traité de l'Atlantique Nord (OTAN). **Usages compatibles** : L'utilité principale de ce fichier est d'obtenir l'assentiment des autres membres de l'OTAN en ce qui concerne les nominations et les détachements et de préparer les documents de voyage et d'identification qui permettront aux fonctionnaires désignés d'assumer leurs fonctions auprès de l'organisme pertinent. **Normes de conservation et de destruction** : Les dossiers sont

conservés pendant cinq ans. **No. APC** : 86-001 **Renvoi au dossier #** : AGR MAP 385 **Enregistrement (SCT)** : 000912 **Numéro de fichier** : AGR PPE 804

Profil de gestion

Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales

ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. APC : 85-001 Renvoi au dossier # : AGR DRH 860 Enregistrement (SCT) : 000913 Numéro de fichier : AGR PPE 808**

Dotation
Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les profils de sélection, les affiches de concours, les demandes de mutation, les listes des noms des bénéficiaires de priorité, les imprimés d'ordinateur relatifs aux répertoires, les demandes d'emploi des candidats, les listes de candidats, les évaluations des jurys de sélection, les appréciations de rendement des candidats, les résultats des examens des capacités linguistiques, les renseignements provenant des références, les notes d'évaluation provenant du comité de dotation en personnel, les documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis relatifs aux désignations sans compétition préalable, les avis relatifs au droit d'appel et les documents à cet égard, la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une variété de renseignements personnels qui portent notamment, sur l'âge, le sexe, les niveaux des études, le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il faut, le cas échéant, inscrire le numéro du concours. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant l'établissement de la liste d'admissibilité utilisée pour combler un poste ou jusqu'à la vérification du processus de dotation, si celle-ci se fait

après deux ans. Ensuite, les dossiers sont détruits. **No. APC : 85-001 Renvoi au dossier # : AGR DRH 920 Enregistrement (SCT) : 000914 Numéro de fichier : AGR PPE 809**

Enquêtes internes
Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réutation d'allégation relativement aux employés. **Catégorie de personnes :** Employés actuels ou anciens de la Direction générale de la production et de l'inspection des aliments. **But :** Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements d'Agriculture et Agro-alimentaire Canada ou d'autres lois qui pourraient être nuisible au Ministère. **Usages compatibles :** Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. **Normes de conservation et de destruction :** Les documents sont détruits cinq ans après que les dossiers sont fermés. **No. APC : 86-001 Renvoi au dossier # : AGR DRH 860 Enregistrement (SCT) : 002094 Numéro de fichier : AGR PPE 811**

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. APC : 85-001 Renvoi au dossier # : AGR DRH 927 Enregistrement (SCT) : 000917 Numéro de fichier : AGR PPE 810**

Groupe de la Direction - Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que NAS, nom, direction générale,

Décentralisation à Guelph – Base de données des employés

Description : Cette banque contient des données biographiques, décisions au sujet de la décentralisation, information sur les activités en but d'emploi alternatif, données sur la décentralisation.

Catégorie de personnes : Employés d'Agriculture et Agro-alimentaire Canada sujets au projet de fusion de Guelph.

But : Suivre la marche d'employés individuel quant à la décentralisation et la politique de réaménagement des effectifs, et pour analyse collective.

Usages

compatibles : Créer des formulaires, correspondance, rapports, statistiques.

Normes de conservation et de destruction : Abolir base de données le 1 novembre 1993.

No. APC : 86-001 **Renvoi au dossier # :**

AGR DGI 850 Enregistrement (SCT) : 002944 **Numéro de fichier :** AGR PPE 825

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture et Agro-alimentaire Canada.

But : Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale.

Usages compatibles : Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture du Canada.

Normes de conservation et de destruction : Les documents sont conservés pendant 2 ans.

No. APC : 86-001 **Renvoi au dossier # :** AGR DRH 860 **Enregistrement (SCT) :** 002701

Numéro de fichier : AGR PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux.

Ce dossier est conservé afin de faciliter l'administration du personnel.

Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes :

prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine.

Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers.

Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le

contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le numéro d'assurance sociale, l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stades, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement, et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés du Ministère.

But : Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelle, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvations et Services Canada, car ils facilitent le paiement des traitements, aux divers régimes d'assurance-maladie provinciaux, aux assureurs de groupe, aux syndicats (retenue des cotisations), et à Santé nationale et Bien-être social (aux fins des pensions).

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70

Agriculture et Agro-alimentaire Canada

Chapitre 12

Fichiers particuliers

Affectations interministérielles

Description : Ce fichier renferme des renseignements

sur des employés en affectation temporaire dans

d'autres ministères tel leur nom, leur curriculum vitae, le

protocole d'entente de l'affectation, l'autorisation écrite

des ententes. **Catégorie de personnes :** Employés du

Ministère et de différents ministères présentement en

affectation temporaire. **But :** Pour s'assurer que les

points énumérés dans le protocole d'entente de

l'affectation soient respectés. **Usages compatibles :**

Les renseignements sont utilisés à titre d'information,

pour des fins de statistiques et pour des fins de

planification en ressources humaines. **Normes de**

conservation et de destruction : L'information est

conservée pour trois années après la fin de l'entente.

No. APC : 86-001 **Renvoi au dossier # :**

AGR DRH 927 **Enregistrement (SCT) :** 002699

Numéro de fichier : AGR PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents

personnels, les résumés des enquêtes faites par le

Service Canadien des renseignements de sécurité

(SCRS), auparavant le Service de sécurité de la

Gendarmerie royale du Canada (GRC), des cartes

d'empreintes digitales; les antécédents criminels; le

numéro d'assurance sociale; les séances de briefing et

la correspondance connexe à la cote de sécurité

attribuée aux personnes travaillant ou demandant à

travailler au ministère de l'Agriculture et Agro-alimentaire

en vertu d'une nomination, d'une affectation, ou d'un

contrat. Les avis de cote de sécurité peuvent être versés

au dossier personnel de l'employé. Tous les détails des

enquêtes réalisées par le SCRS sont conservés dans un

fichier du SCRS. **Catégorie de personnes :** Les

personnes travaillant ou demandant à travailler au

ministère de l'Agriculture et Agro-alimentaire en vertu

d'un nomination, d'une affectation ou d'un contrat et

dont le poste nécessite une cote de sécurité. Il peut

Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi

Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque le ministère de l'Agriculture et Agro-alimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi. **Renvoi au dossier # :** AGR DGI 852 **Enregistrement (SCT) :** 002943 **Numéro de fichier :** AGR PPE 826

Comptabilité des dépenses (employés)
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. **Catégorie de personnes :** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DGI 914 **Enregistrement (SCT) :** 002285 **Numéro de fichier :** AGR PPE 817

Agence canadienne de développement international

Chapitre 9

Fichiers particuliers

Programme d'aide à l'emploi pour les conjoints
Description : Ce répertoire vise les conjoints des employés de l'ACDI susceptibles d'être affectés outre-mer dans un pays en voie de développement. Ce fichier renferme des renseignements sur les études et l'expérience de ces personnes. Ce dossier mentionne également les projets de carrière. **Catégorie de personnes :** Conjoint(e)s des employés de l'ACDI offrant des profils très variés. **But :** Ce répertoire permet de proposer aux organismes non-gouvernementaux oeuvrant dans les divers pays du tiers-monde, des personnes qualifiées dans divers domaines professionnels. L'information recueillie permettra de constituer et d'établir un répertoire informatif grâce auquel les candidat(e)s pourront être plus facilement identifié(e)s lors des ouvertures dans les organismes. **Normes de conservation et de destruction :** Ces renseignements sont classés au niveau "Protégé" et seront enlevés au fur et à mesure que les employés quitteront l'ACDI. **Numéro de fichier :** ADI PPE 805

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harçèlement
Langues officielles
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Voyages et réinstallations

Fichiers particuliers

Évaluation et examen du rendement de l'employé
Ce fichier contient des renseignements sur le rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examens de rendement, des objectifs de travail, de formation et de perfectionnement. Les renseignements concernent tous les employés de l'APÉCA et ils servent à déterminer les taux annuels de rémunération et à produire des données statistiques. Le fichier sert aussi à déterminer les besoins en matière de formation et de perfectionnement. Les dossiers de tous les employés doivent être conservés pendant une période de cinq ans. Après cette période, ils sont détruits. **Numéro de fichier :** ACA PPE 803

Formation et perfectionnement
Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance sociale; les résultats d'examens et les certificats; un registre de paiement et

de la correspondance reliée à la participation d'employés à des activités de formation, offertes par des organismes gouvernementaux ou non gouvernementaux; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison; l'information requise par l'organisme central aux fins de préparation de rapports, notamment les formules (coût de la formation et rapports sur les ressources humaines en formation) détaillant les ressources utilisées (financières et humaines) en ce qui a trait à la formation; un registre sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement. Cet information inclut les curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; la liste des participants au programme CAP; la liste des participants au programme de congés d'études; la liste des participants aux programmes d'échange; la liste des participants aux congés de perfectionnement professionnel. Ce fichier concerne les employés de

Affaires indiennes et du Nord Canada

Chapitre 8

Fichiers particuliers

Programme du réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les étudiants; les antécédents professionnels; la formation et le perfectionnement; les mandats au Canada où l'employé est prêt à déménager; et le consentement à accepter un poste de niveau inférieur et l'adresse personnelle. Le numéro d'assurance sociale peut servir à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae.
Catégorie de personnes : Employés du Ministère. **But :** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences.
Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. **Renvoi au dossier # :**
AIN DRH 921 **Enregistrement (SCT) :** 002541 **Numéro de fichier :** AIN PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identité et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

ont d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien.
Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment. **Enregistrement (SCT) :** 000352 **Numéro de fichier :** AEC PPE 802

Dossier personnel d'un employé
Dotation
Griefs
Harèlement
Accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

sur place par les missions canadiennes à l'étranger.

But : Ce fichier a pour but d'émagasiner des

enseignements concernant l'administration relative aux

employés recrutés sur place par les missions

canadiennes dans les pays hôtes. **Normes de**

conservation et de destruction : Les dossiers

conservés dans les missions sont détruits six mois après

le départ d'un employé. L'administration centrale

conservé les dossiers conformément à la politique

ministérielle applicable. **Enregistrement (SCT) :** 000351

Numéro de fichier : AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions aux

cours et des renseignements relatifs aux présences; des

demandes de formation linguistique comprenant des

données personnelles de base utilisées à des fins

d'identification, comme la première langue officielle de

l'employé, sa date de naissance et son numéro

d'assurance sociale; les résultats des évaluations de

langue seconde (ELS); les certificats de formation et la

correspondance concernant les qualifications de

l'employé en matière de langues officielles. Le fichier

peut également comprendre un double du formulaire

destiné au Système d'information sur les langues

officielles (SILQ) et au Module de formation linguistique

(MFL). Les examens linguistiques, les dossiers

concernant la formation et les exemptions sont joints au

dossier personnel de l'employé. On trouve également

des données semblables dans les fichiers particuliers de

la Commission de la Fonction publique et du Secrétariat

du Conseil du Trésor. **Catégorie de personnes :**

Employés du Ministère. **But :** Ce fichier a pour but de

fournir de la documentation nécessaire à l'administration

des politiques en matière de langues officielles relatives

aux employés de la Fonction publique fédérale. Il vise à

justifier et à étayer les décisions touchant les

qualifications en matière de langues officielles et les

épreuves linguistiques, ainsi qu'à justifier le besoin en

formation linguistique et à confirmer les réalisations des

employés. **Usages comparables :** Étayer et justifier les

décisions concernant chaque employé, en matière de

dotation, d'admissibilité à la prime au bilinguisme, de

mutations et de promotions; déterminer le statut

linguistique de l'employé et de vérifier l'administration

des programmes relatifs aux langues officielles. L'accès

à cette banque de données est bilingue. **Normes de**

conservation et de destruction : Les dossiers sont

détruits deux ans après la date de la dernière

justification. **Enregistrement (SCT) :** 000358 **Numéro**

de fichier : AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements

personnels sur les employés, notamment sur leurs

études, leurs antécédents professionnels et leurs projets

de carrière, leur formation et leur perfectionnement; les

enseignements sont recueillis au moyen de

questionnaires ou d'entrevues, ou compilés à partir des

dossiers des employés ou des systèmes de données

automatisés. Les répondants doivent indiquer s'ils sont

autochtones, s'ils souffrent d'un handicap permanent ou

international

Description : Ce fichier contient des renseignements

détailés sur toutes les missions canadiennes à

l'étranger, y compris des dossiers traitant de la

protection du personnel, de l'information et des biens du

gouvernement. Les renseignements contenus dans le

fichier proviennent des employés du gouvernement

fédéral et de tiers au Canada et à l'étranger. Le nom

des employés ne figure qu'accessoirement, à titre de

source, par exemple, le but n'étant pas de constituer

des dossiers à leur sujet. **Catégorie de personnes :**

Fonctionnaires fédéraux qui ont été affectés à une

mission canadienne à l'étranger. **But :** Ce fichier a pour

Sécurité personnelle et fiabilité des employés du

ministère des Affaires étrangères et du Commerce

Description : Ce fichier contient des renseignements

détailés sur toutes les missions canadiennes à

l'étranger, y compris des dossiers traitant de la

protection du personnel, de l'information et des biens du

gouvernement. Les renseignements contenus dans le

fichier proviennent des employés du gouvernement

fédéral et de tiers au Canada et à l'étranger. Le nom

des employés ne figure qu'accessoirement, à titre de

source, par exemple, le but n'étant pas de constituer

des dossiers à leur sujet. **Catégorie de personnes :**

Fonctionnaires fédéraux qui ont été affectés à une

mission canadienne à l'étranger. **But :** Ce fichier a pour

mission canadienne à l'étranger. **But :** Ce fichier a pour

mission canadienne à l'étranger. **But :** Ce fichier a pour

mission canadienne à l'étranger. **But :** Ce fichier a pour

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mission canadienne à l'étranger. **But :** Ce fichier a pour

mission canadienne à l'étranger. **But :** Ce fichier a pour

mission canadienne à l'étranger. **But :** Ce fichier a pour

Ministère des Affaires étrangères et du Commerce international

Chapitre 7

Fichiers centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation.

Catégorie de personnes :

Fonctionnaires fédéraux qui ne travaillent pas au

ministère des Affaires étrangères et du Commerce

international (MAECI) et qui ont été affectés à une

mission à l'étranger. **But :** Ce fichier a pour but

d'organiser des renseignements portant sur les principes et méthodes applicables à l'affectation à une

mission diplomatique canadienne à l'étranger de

fonctionnaires fédéraux qui ne travaillent pas au MAECI.

Normes de conservation et de destruction :

Les renseignements sont conservés en mémoire pendant

deux ans après la fin de l'affectation, puis ils sont

détruits. **Enregistrement (SCT) :** 000350 **Numéro de**

fichier : AEC PCE 701

Fichiers particuliers

En 1990, le Ministère a commencé à élaborer une base

de données électronique complète de banques de

renseignements personnels concernant ses employés

permutants et non permutants. Le système, connu sous

le nom d'INFONNEL (Information/Personnel), regroupera

les banques de données existantes en un système tout

en continuant d'appliquer à certaines données le

principe de l'accès sélectif. La base de données intégrée

est nécessaire pour une administration efficace, notamment du service permutant. Les banques

touchées, dans la mesure où elles s'appliquent au personnel permutant, sont AEC PPE 802, AE PP 803,

AEC PPE 804, AEC PPE 805, AEC PPE 806, AEC PPU 045, et les banques standards AEC PSE 901,

PSE 902, PSE 903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; le nom «INFONNEL» suit le titre de

chaque banque.

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le

rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :**

Employés du Ministère. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de

chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun

des employés, et à faciliter les décisions en ce qui a trait

aux besoins de formation et de perfectionnement, aux

approbations de la rémunération au rendement, à la

augmentation de la période de stage et au renvoi pendant

un stage. **Usages compatibles :** Étayer les décisions

ayant trait aux promotions, aux mutations, aux

rétrogradations, à l'aide aux employés, aux mesures

disciplinaires et à la cessation d'emploi. **Normes de**

conservation et de destruction : Pour le groupe

exécutif et les agents permutants, les évaluations sont

gardées pour toute la durée de l'emploi, et transférées

ensuite aux Archives nationales du Canada. Les dossiers

sont conservés pendant une période de dix ans pour les

employés qui sont inscrits dans le Système d'information

des ressources de gestion et pendant une période de

trois ans pour les autres employés. Après cette période,

les dossiers sont détruits. **Enregistrement (SCT) :**

000364 **Numéro de fichier :** AEC PPE 804

Formation et perfectionnement

Description : Ce fichier contient des renseignements

personnels, notamment les demandes de formation et les évaluations subséquentes; le numéro d'assurance

sociale; les résultats des examens et certificats; les

dossiers concernant le paiement des frais; la

correspondance relative à la participation des employés

à des cours de formation et de perfectionnement

parallèles par le gouvernement ou par des organismes

privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux

dossiers personnels des employés et que l'on trouve

dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en

perfectionnement et à confirmer les réalisations des employés. **Normes de conservation et de**

destruction : Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du

personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits. **Enregistrement**

(SCT) : 002507 **Numéro de fichier :** AEC PPE 806

Gestion du personnel :

employés recrutés sur place

Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de

travail, le traitement, le régime de retraite, la cessation d'emploi, la formation et les déplacements des employés

recrutés sur place par les missions canadiennes à l'étranger. **Catégorie de personnes :** Employés recrutés

Administration du pipe-line du Nord Canada

Chapitre 6

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Présences et congés
Rémunération et avantages
Voyages et réinstallations

les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et la perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les fichiers ordinaires décrits à la prochaine rubrique. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et au ministère de la Santé

Présences et congés
Rémunération et avantages

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Registre de pilotes à l'emploi de l'Administration
Ce fichier, établi sous forme d'un manuel intitulé Pilot's Establishment Book (Dossier de l'effectif de l'Administration), renferme une liste alphabétique et une documentation sur les caractéristiques physiques, les permis, les certificats et les accidents des pilotes. Les renseignements portent sur les pilotes employés par l'Administration et ont été obtenus aux termes de la Loi sur le pilotage. Le fichier contient des renseignements sur tous les pilotes à l'âge, le dossier médical, les caractéristiques physiques, les licences, les certificats, les qualifications ainsi qu'un historique des accidents et incidents. Les renseignements sont conservés indéfiniment. **Numéro de fichier :** APP PPE 801

Numéro de fichier : APP PPE 802

nationale et du Bien-être social et au ministère des Approvisionnements et Services Canada (aux fins des pensions). Les dossiers sont conservés par l'Administration un an après la fin de l'emploi, puis sont mis sur micro-fiche. Les dossiers personnels sont conservés de façon permanente par l'Administration.

Administration des Laurentides Canada

Chapitre 4

Fichiers particuliers

Registre des pilotes

Ce fichier a pour but de tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage. Il renferme des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment.

Numéro de fichier : APL PPE 801

Dossier personnel d'un employé

Evaluation du rendement

Présences et congés

Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

Dossier personnel d'un employé

Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

fichier : PGL PPE 801

Registre des pilotes
Ce fichier permet de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les permis et les certificats. Les dossiers sont conservés indéfiniment.

Fichiers particuliers

Dossier personnel d'un employé

Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'un pilote au sein de l'Administration. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces

Administration de pilotage du Pacifique Canada

Chapitre 5

renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein de l'Administration soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'Administration exerce le contrôle sur le dossier personnel du pilote à son emploi. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux; le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les niveaux, les titres et les traitements; les pensions et les assurances, notamment

Fichiers particuliers
Dossiers des employés
Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour

Fichiers ordinaires
Dossier personnel d'un employé
Description : Les dossiers contiennent des renseignements sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour

Chapitre 3

Administration de pilotage des Grands Lacs Canada

Fichiers particuliers
Registre des pilotes
Description : Le fichier a pour but de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment.
Numéro de fichier : APA PPE 801

Fichiers ordinaires
Dossier personnel d'un employé
Description : Les dossiers contiennent des renseignements sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour

Chapitre 2

Administration de pilotage de l'Atlantique Canada

Registres fiscaux
Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. **Catégorie de personnes :** Employés et retraités de l'institution. **But :** Le but est de se conformer aux exigences de Revenu Canada – impôt. **Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu. **Normes de conservation et de destruction :** Six ans.
Enregistrement (SCT) : 002832 **Numéro de fichier :** VMS PPE 808

Fichiers ordinaires
Dossier personnel d'un employé
Description : Les dossiers contiennent des renseignements sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à assigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000663 **Numéro de fichier :** VMS PPE 802

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de l'institution **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs jusqu'après l'étape d'arbitrage. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure jusqu'après l'étape d'arbitrage. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle un arbitre a rendu sa décision. **No. APC :** 85-001 **Enregistrement (SCT) :** 000651 **Numéro de fichier :** VMS PPE 803

Laissez-passer – pont

Description : Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom. **Catégorie de personnes :** Employés de l'Administration. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après l'annulation ou le non-

renouvellement. **Enregistrement (SCT) :** 000641 **Numéro de fichier :** VMS PPE 801

Précipite des cotisations syndicales

Description : Le fichier contient un rapport détaillé annuel relié aux retenues salariales comme cotisations syndicales. **Catégorie de personnes :** Employés syndiqués de l'institution. **But :** Le but est d'établir le montant de cotisation syndicale qui sera payé par chaque employé dont le syndicat est affilié à la "La Fraternité Canadienne des Cheminots, Employés des Transports et Autres Ouvriers" (FCCET et AO) pendant l'année qui suit toute augmentation générale des salaires. **Usages compatibles :** L'information est envoyée à la FCCET et AO dans le but énoncé ci-dessus. **Normes de conservation et de destruction :** Deux ans. **Enregistrement (SCT) :** 002829 **Numéro de fichier :** VMS PPE 805

Primes d'encouragement

Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime du Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. **Catégorie de personnes :** Employés de l'institution. **But :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. **Usages compatibles :** Voir la section "But" ci-dessus. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **Enregistrement (SCT) :** 002828 **Numéro de fichier :** VMS PPE 804

Rapports des assurances de la Confédération

Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. **Catégorie de personnes :** Employés de l'institution. **But :** La Confédération, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité **Usages compatibles :** Voir "But" ci-dessus. **Normes de conservation et de destruction :** Deux ans. **Enregistrement (SCT) :** 002830 **Numéro de fichier :** VMS PPE 806

Registres du Régime de Pension

Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. **Catégorie de**

scœu de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire n° 908.

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. **Usages compatibles :** Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. **Normes de conservation et de destruction :** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Travail Canada et par Santé et Bien-être social Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. **Numéro de fichier :** POE 907

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada.

Verification de la fiabilité

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Émettre les permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis. **Numéro de fichier :** POE 914

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. **Numéro de fichier :** POE 921

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles :** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Numéro de fichier :** POE 913

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé.

Catégorie de

personnes : Employés de l'institution. **But :** Ce fichier

contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :**

Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont

conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Numéro de fichier :** POE 904

Sécurité et santé au travail

Description : Ce fichier comprend des rapports

d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le

ministère ou organisme conserve également des dossiers sur les premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes

déboursées. La Direction des services médicaux Santé et Bien-être social Canada conserve, sous le

de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libérés de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905). **Usages compatibles :** Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le

Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT SCT 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Numéro de fichier :** POE 918

concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les éprouves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Numéro de fichier :** POE 906

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements utilisés lors des mesures disciplinaires prises dans les ministères et organismes fédéraux. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin de l'emploi. **Normes de conservation et de destruction :** En ce qui a trait à la correspondance connexe aux enquêtes, aux témoignages et aux opinions juridiques, les dossiers sont conservés pendant une période de cinq ans si l'employé a été trouvé coupable d'inconduite et seulement pour trois ans lorsque l'employé a été jugé non coupable. Quant aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a aucune convention, les dossiers sont conservés pendant une période de trois ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis à l'égard de l'employé concerné. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. **Numéro de fichier :** POE 911

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. **Usages compatibles :** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier. **Numéro de fichier :** POE 903

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. **But :** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes, dans le cadre du Régime des primes d'encouragement. **Catégorie de personnes :** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **Numéro de fichier :** POE 920

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets

toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail publique. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la fonction publique a rendu sa décision. **Numéro de fichier :** POE 910

Harcelement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'émagasinier les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail. Il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. **Numéro de fichier :** POE 919

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILIO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers

conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Numéro de fichier :** POE 905

Garderie en milieu de travail
Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. Les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés. **Catégorie de personnes :** Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. **But :** Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies. **Usages compatibles :** Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. **Normes de conservation et de destruction :** La période de conservation des renseignements contenus dans ce fichier n'a pas encore été déterminée. **Numéro de fichier :** POE 930

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et

jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **Numéro de fichier :** POE 901

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de salaire, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à d'un employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CCF) sur la «Communication de renseignements à la suite d'une sélection» en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du

concours. **Normes de conservation et de**

destruction : Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **Numéro de fichier :** POE 902

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. **Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de cinq ans pour tous les employés. Après cette période, les dossiers sont détruits. **Numéro de fichier :** POE 912

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; le statut de membre d'un groupe visé par l'équité en matière d'emploi; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement paraffinés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en œuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. **Normes de**

lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bacheliers); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les normes des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuver les traitements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (rétention des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou

Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des activités visées par les articles 21 et 22, et participe aux activités décrites dans l'article 26 du Code de la Fonction publique; (2) des rapports confidentiels sur les biens, les exigences et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles. **Catégorie de personnes :** Employés fédéraux. **But :** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. **Normes de conservation et de destruction :** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **Numéro de fichier :** POE 915

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour

Description des fichiers ordinaires

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire n° 907.

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement. **Usages compatibles :** Déterminer la responsabilité pour de tels accidents et approuver leur règlement. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant la période de deux ans suivant le règlement des réclamations des individus. **Numéro de fichier :** POE 908

Aide aux employés

Description : Ce fichier contient des renseignements administrés de façon confidentielle touchant la participation d'un employé au Programme d'aide aux employés (PAE); les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes : Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. **Numéro de fichier :** POE 916

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnelles; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque les ministères et les organismes prennent des décisions concernant la cote de sécurité, ils ne peuvent consulter que les renseignements contenus dans ce fichier et ne peuvent pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier du SCRS. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi pour lequel on lui avait accordé sa cote. **Numéro de fichier :** POE 909

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des formules d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer. **But :** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission de cartes d'identité et de laissez-passer. **Usages compatibles :** Émettre des cartes d'identité et des laissez-passer. Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. **Numéro de fichier :** POE 917

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le

Travaux publics Canada
(Travaux publics et Services
gouvernementaux)
Edifice Sir Charles Tupper
Pièce D516
Promenade Riverside
Ottawa (Ontario)
K1A 0M2
(613) 736-2774

**Tribunal canadien du commerce
extérieur**

Edifice Journal, Tour sud
365, avenue Laurier ouest
19^e étage
Ottawa (Ontario)
K1A 0G7
(613) 990-2452

**Société de développement de
l'industrie cinématographique
canadienne**

Tour de la Banque nationale
14^e étage

600, rue de La Gauchetière ouest
Montréal (Québec)
H3B 4L2 (514) 283-6363

Société du crédit agricole

Canada
Case postale 4320

Régina (Saskatchewan)
S4P 4L3

(306) 780-8608

Société immobilière du Canada

Limitée

Édifice Sir Charles Tupper
Pièce D516

Promenade Riverside
Ottawa (Ontario)

K1A 0M2

(613) 736-2774

**Société pour l'expansion des
exportations**

151, rue O'Connor
6^e étage

Case postale 655

Ottawa (Ontario)

K1P 5T9

(613) 598-2899

**Solliciteur général Canada –
Secrétariat du ministère**

Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
1^{er} étage

Ottawa (Ontario)
K1A 0P8

(613) 991-2930

Statistique Canada

Édifice R.H. Coats
25^e étage, poste B

Parc Tunney
Ottawa (Ontario)

K1A 0T6

(613) 951-9348

Transports Canada

Place de Ville, Tour C
330, rue Sparks, 26^e étage

Ottawa (Ontario)
K1A 0N5

(613) 993-6161

Travail Canada

Place du Portage
Phase II, 6^e étage

Hull (Québec)

K1A 0J2

(819) 953-9019

- Revenu Canada – Impôt**
88, rue Metcalfe, pièce 502
Ottawa (Ontario)
K1A 0L8
(613) 957-8819
- Santé et Bien-être social**
Canada(Santé Canada)
Édifice Brooke Claxton
Pièce 1318
Parc Tunney
Ottawa (Ontario)
K1A 0K9
(613) 954-8744
- Secrétariat d'État du Canada**
(Patrimoine canadien, Travaux
publics et Services
gouvernementaux)
Édifice Jules Léger
15, rue Eddy, pièce 9F23
Hull (Québec)
K1A 0M5
(819) 997-6877
- Séquestre des biens ennemis**
voir Approvisionnements et
Services Canada (Travaux publics
et Services gouvernementaux)
- Service canadien du
renseignement de sécurité**
284, rue Wellington
Case postale 9732
Terminus postal
Ottawa (Ontario)
K1G 4G4
(613) 993-1159
- Service correctionnel Canada**
340, avenue Laurier ouest
Ottawa (Ontario)
K1A 0P9
(613) 995-3466
- Société canadienne
d'hypothèques et de logement**
682, chemin Montréal
Pièce 158
Ottawa (Ontario)
K1A 0P7
(613) 748-4632
- Société canadienne des ports**
99, rue Metcalfe
Pièce 856
Ottawa (Ontario)
K1A 0N6
(613) 957-6787
- Société canadienne des postes**
Succursale 235, Édifice B
Confederation Heights
Ottawa (Ontario)
K1A 0B1
(613) 734-6872
- Société d'assurance-dépôts du
Canada**
Place de Ville, Tour A
320, rue Queen, 22e étage
B.P. 2340, succursale D
Ottawa (Ontario)
K1P 5W5
(613) 996-2081

Office des eaux des Territoires**du Nord-Ouest**

Édifice Precambrian, 9e étage

Case postale 1500

Yellowknife (Territoires du

Nord-Ouest)

X1A 2R3

(403) 920-8191

Office des eaux du Territoire du**Yukon**

4114, 4e avenue, pièce 302

Whitehorse (Yukon)

Y1A 4N7

(403) 668-4884

Office des normes du**gouvernement canadien**

voir Approvisionnements et

Services Canada (Travaux publics

et Services gouvernementaux)

Office des prix des produits de**la pêche**

voir Pêches et Océans

Office des produits agricoles

voir Agriculture Canada

Office national de l'énergie

473, rue Albert, pièce 1002

Ottawa (Ontario)

K1A 0E5

(613) 990-3167

Office national des transports**du Canada**

Édifice Jules Léger

15, rue Eddy, 16e étage

Hull (Québec)

K1A 0N9

(613) 994-2564

Office national du film

Casier postal 6100

Succursale A

Montréal (Québec)

H3C 3H5 (514) 283-9831

Pêches et Océans

Tours Centennial

200, rue Kent, 10e étage

Ottawa (Ontario)

K1A 0E6

(613) 993-2937

Ponts Jacques-Cartier et**ChAMPLAIN Inc.**

voir L'Administration de la voie

maritime du Saint-Laurent

Revenu Canada – Douanes et**Accise**

Édifice Connaught, 7e étage

Avenue Mackenzie

Ottawa (Ontario)

K1A 0L5

(613) 957-9204

Multiculturalisme et citoyenneté

Musée national des sciences et de la technologie

2825, chemin Sheffield

Case postale 9724

Succursale T

Ottawa (Ontario)

K1G 5A3

(613) 991-3033

Office Canada-Terre-Neuve des hydrocarbures extracôtiers

Place TD – 140, rue Water

Pièce 500

St. John's (Terre-Neuve)

A1C 6H6

(709) 778-1464

Office canadien du poisson

sala

voir Pêches et Océans

Office de commercialisation du poisson d'eau douce

voir Pêches et Océans

Office de répartition des approvisionnements d'énergie

voir Énergie, Mines et Ressources

Canada (Ressources naturelles

Canada)

Office de stabilisation des prix agricoles

voir Agriculture Canada

Canada

(Citoyenneté et Immigration,

Patrimoine canadien)

15, rue Eddy

Pièce 9F23

Hull (Québec)

K1A 0M5

(819) 997-2894

Musée canadien de la nature

Édifice Mémorial Victoria

Rues Metcalfe et McLeod

Case postale 3443

Succursale D

Ottawa (Ontario)

K1P 6P4

(613) 996-3102

Musée canadien des civilisations

100, rue Laurier

Case postale 3100

Succursale B

Hull (Québec)

J8X 4H2

(613) 776-7115

Musée des beaux-arts du Canada

380, promenade Sussex

Pièce 532

Case postale 427

Succursale A

Ottawa (Ontario)

K1N 9N4

(613) 993-4517

Energie, Mines et Ressources Canada

(Ressources naturelles Canada)

580, rue Booth, 2^e étage

Ottawa (Ontario)

K1A 0E4

(613) 995-1236

Enquêteur correctionnel Canada

Edifice Journal, Tour sud

365, avenue Laurier ouest

Casse postale 2324

Succursale D

Ottawa (Ontario)

K1P 5W5

(613) 990-2692

Environnement Canada

Terrasses de la Chaudière

10, rue Wellington, 4^e étage

Hull (Québec)

K1A 0H3

(819) 997-4552

Forces canadiennes

voir Défense nationale

Forêts Canada

(Ressources naturelles Canada)

Place Vincent Massey

351, boulevard Saint-Joseph

21^e étage

Ottawa (Ontario)

K1A 1G5

(613) 997-1107

Gendarmerie royale du Canada

1200, promenade Vanier

Ottawa (Ontario)

K1A 0R2

(613) 993-5162

Industrie, Sciences et Technologie Canada

(Industrie Canada)

Edifice C.D. Howe

235, rue Queen

3^e étage ouest

Ottawa (Ontario)

K1A 0H5

(613) 954-2752

Ministère de la Justice Canada

Edifice de la Justice, pièce 302

239, rue Wellington

Ottawa (Ontario)

K1A 0H8

(613) 952-8361

Ministère des Finances Canada

Esplanade Laurier, Tour est

140, rue O'Connor, 21^e étage

Ottawa (Ontario)

K1A 0G5

(613) 992-6921

Monnaie royale canadienne

320, promenade Sussex

Pièce 230

Ottawa (Ontario)

K1A 0G8

(613) 993-2711

Construction de Défense Canada Édifice Sir Charles Tupper Aile A, 3e étage Confederation Heights Ottawa (Ontario) K1A 0K3 613) 998-9539	Corporation commerciale canadienne 50, rue O'Connor 11e étage Ottawa (Ontario) K1A 0S6 613) 996-2292	Corporation du Pont International de la voie maritime Limitée voir L'Administration de la voie maritime du Saint-Laurent - Accès à l'information Édifice du Centre 101, promenade du Colonel By, 13e étage Ottawa (Ontario) K1A 0K2 613) 995-1421	Défense nationale Édifice du Centre 101, promenade du Colonel By, 13e étage Ottawa (Ontario) K1A 0J9 613) 994-0584
Défense nationale - Renseignements personnels 234, avenue Laurier ouest Pièce 1928 Ottawa (Ontario) K1A 0K2 613) 995-5938	Directeur de l'établissement des soldats voir Anciens combattants Canada	Directeur des terres destinées aux anciens combattants voir Anciens combattants Canada	Diversification de l'économie de l'Ouest Canada 200, rue Kent, 8e étage Case postale 2128 Succursale D Ottawa (Ontario) K1P 5W3 613) 952-9390
Emploi et Immigration Canada (Citoyenneté et Immigration, Développement des ressources humaines) Place du Portage, Phase IV 140, promenade du Portage 13e étage Hull (Québec) K1A 0J9 613) 994-0584			

Conseil des Arts du Canada

99, rue Metcalfe, 3e étage

Case postale 1047

Ottawa (Ontario)

K1P 5V8

(613) 237-3400

Conseil d'examen du prix des**médicaments brevetés**

Maison de la Légion

359, rue Kent, 2e étage

Ottawa (Ontario)

K1A 0C9

(613) 954-8297

Conseil des subventions au**développement régional**

voir Industrie, Sciences et

Technologie Canada (Industrie

Canada)

Conseil du Trésor du Canada -**Secrétariat**

Esplanade Laurier, Tour est

140, rue O'Connor, 9e étage

Ottawa (Ontario)

K1A 0R5

(613) 993-5215

Conseil national de**commercialisation des produits****agricoles**

Edifice Martel

270, rue Albert, 13e étage

Case postale 3430

Succursale D

Ottawa (Ontario)

K1P 6L4

(613) 995-2297

Conseil national de recherches**Canada**

Edifice M-58, pièce E-123

Chemin Montréal

Ottawa (Ontario)

K1A 0R6

(613) 990-2558

Consommation et Affaires**commerciales Canada**

(Industrie Canada, Patrimoine

canadien, Agriculture et Agro-

alimentaire Canada)

Place du Portage

Phase I, Zone 8

50, rue Victoria

23e étage

Hull (Québec)

K1A 0C9

(819) 997-2704

Conseil canadien des normes

350, rue Sparks, pièce 1200

Ottawa (Ontario)

<1P 6N7

613) 238-3222

Conseil canadien des relations

de travail

Édifice C.D. Howe, Tour ouest

240, rue Sparks, 4e étage

Ottawa (Ontario)

<1A 0X8

613) 996-9466

Conseil consultatif canadien sur

a situation de la femme

110, rue O'Connor, 9e étage

Ottawa (Ontario)

<1P 5M9

613) 992-4975

Conseil consultatif de

recherches sur les pêcheries et

es océans

/oir Pêches et Océans

Conseil de contrôle des

enseignements relatifs aux

matières dangereuses

36, rue Slater, pièce 400

Ottawa (Ontario)

<1A 0C9

613) 993-4331

Conseil de recherches

médicales du Canada

Édifice Jeanne Mance

Pièce 2004

Parc Tunney

Ottawa (Ontario)

K1A 0W9

613) 954-1819

613) 995-6214

K1A 1H5

Ottawa (Ontario)

4e étage

200, rue Kent

Tours Centennial

du Canada

sciences naturelles et en génie

Conseil de recherches en

613) 992-0562

K1P 6G4

Ottawa (Ontario)

Casse postale 1610

255, rue Albert

sciences humaines du Canada

Conseil de recherches en

819) 994-5366

K1A 0N2

Hull (Québec)

5e étage

1, promenade du Portage

Édifice central

Les Terrasses de la Chaudière,

canadiennes

des télécommunications

Conseil de la radiodiffusion et

Commission de révision des**marchés publics**

60 rue Queen, 5e étage

Ottawa (Ontario)

K1P 6P6

(613) 990-1477

Commission des champs de**bataille nationaux**

voir Environnement Canada

Commission des lieux et**monuments historiques du****Canada**

voir Environnement Canada

Commission des plaintes du**public contre la GRC**

Case postale 3423

Succursale D

Ottawa (Ontario)

K1P 6L4

(613) 952-1302

Commission des relations de**travail dans la fonction****publique**

Edifice C.D. Howe, Tour ouest

240, rue Sparks, 6e étage

Ottawa (Ontario)

K1P 5V2

(613) 990-1757

Commission du droit d'auteur**Canada**

Edifice Vanguard

171, rue Slater

Pièce 501

Ottawa (Ontario)

K1A 0C9

(613) 952-8621

Commission nationale des**libérations conditionnelles**

Edifice Sir Wilfrid Laurier

340, avenue Laurier ouest

9e étage

Ottawa (Ontario)

K1A 0R1

(613) 954-5946

Communications Canada

(Industrie Canada, Patrimoine

canadien, Travaux publics et

Services gouvernementaux)

Edifice Journal, Tour nord

300, rue Slater

Pièce 412

Ottawa (Ontario)

K1A 0C8

(613) 990-6015

Condition féminine Canada

360, rue Albert

Bureau 700

Ottawa (Ontario)

K1A 1C3

(613) 995-7839

Commission canadienne du blé

423, rue Main
Case postale 816
Winnipeg (Manitoba)
R3C 2P5

(204) 983-3453

Commission canadienne du lait

Édifice Pebb, 6e étage
2197, prom. Riverside
Ottawa (Ontario)
K1A 0Z2

(613) 998-9490

Commission d'appel des

pensions

381, rue Kent, pièce 327
Case postale 8567
Terminus postal

Ottawa (Ontario)

K1G 3H9

(613) 995-0612

Commission d'indemnisation

des marins marchands

voir Travail Canada

Commission de contrôle de

l'énergie atomique

270, rue Albert, 4e étage

Ottawa (Ontario)

K1P 5S9

(613) 995-1221

lois

Commission de révision des

(613) 992-5586

L1A 0M7

Ottawa (Ontario)

Pièce 1915

300, avenue Laurier ouest

Esplanade Laurier, Tour ouest

publique du Canada

Commission de la Fonction

(613) 239-5198

K1P 6J6

Ottawa (Ontario)

13e étage

161, avenue Laurier ouest

nationale

Commission de la Capitale

(613) 995-3514

K1A 0K1

Ottawa (Ontario)

240 rue Bank

du statut de réfugié

Commission de l'immigration et

l'immigration)

humaines, Citoyenneté et

(Développement des ressources

Canada

voir Emploi et Immigration

l'immigration du Canada

Commission de l'emploi et de

voir Ministère de la Justice

Centre national des Arts

1, Place de la Confédération
Case postale 1534

Succursale B

Ottawa (Ontario)

K1P 5W1

(613) 996-5051

Comité de surveillance des**activités de renseignements de****sécurité**

365, avenue Laurier ouest

14^e étage

Case postale 2430

Succursale D

Ottawa (Ontario)

K1P 5W5

(613) 990-8052

Comité externe d'examen de la**GRC**

Edifice Journal, Tour Sud

365, avenue Laurier ouest

9^e étage

Case postale 1159

Succursale B

Ottawa (Ontario)

K1P 5R2

(613) 998-2894

Commissariat aux langues**officielles**

110, rue O'Connor, pièce 1334

Ottawa (Ontario)

K1A 0T8

(613) 996-6036

Commission canadienne des**affaires polaires**

Pièce 1710, Carré Constitution

360, rue Albert

Ottawa (Ontario)

K1R 7X7

(613) 943-8605

Commission canadienne**d'examen des exportations de****biens culturels**

Edifice Journal, Tour nord

pièce 500

300, rue Slater

Ottawa (Ontario)

K1A 0C8

(613) 990-4161

Commission canadienne des**droits de la personne**

Place de Ville, Tour A

320, rue Queen, 13^e étage

Ottawa (Ontario)

K1A 1E1

(613) 995-1151

Commission canadienne des**grains**

voir Agriculture Canada

Commission canadienne des**pensions**

voir Anciens combattants Canada

Bureau de la sécurité des

transports du Canada

Case postale 9120

Succursale Alta Vista

Ottawa (Ontario)

K1G 3T8

(613) 994-8021

Bureau de services juridiques

des pensions

voir Anciens combattants Canada

Bureau du Conseil privé

Édifice Blackburn

85, rue Sparks, pièce 409

Ottawa (Ontario)

K1A 0A3

(613) 957-5210

Bureau du Contrôleur général

(Conseil du Trésor du Canada)

Esplanade Laurier, Tour ouest

300, avenue Laurier ouest

9e étage

Ottawa (Ontario)

K1A 1E4

(613) 957-7072

Bureau du Directeur général

des élections

44, chemin Coventry, 4e étage

Ottawa (Ontario)

K1A 0M6

(613) 993-1527

Bureau du Surintendant des

institutions financières Canada

255, rue Albert, 13e étage

Ottawa (Ontario)

K1A 0H2

(613) 993-0577

Bureau du Vérificateur général

du Canada

240, rue Sparks, pièce 1167

Ottawa (Ontario)

K1A 0G6

(613) 995-3766

Centre canadien de gestion

Campus De La Salle

373, promenade Sussex

C.P. 420, Succursale A

Ottawa (Ontario)

K1N 8V5

(613) 995-6170

Centre canadien d'hygiène et

de sécurité au travail

250, rue Main est

Hamilton (Ontario)

L8N 1H6

(416) 572-2981

Centre de recherches pour le

développement international

Case postale 8500

Ottawa (Ontario)

K1G 3H9

(613) 236-6163

Anciens combattants Canada

Édifice Daniel J. MacDonald
161, rue Grafton

Casse postale 7700

Charlottetown

(Île-du-Prince-Édouard)

C1A 8M9

(902) 566-8567

Approvisionnement et

Services Canada

(Travaux publics et Services

gouvernementaux Canada)

Place du Portage

Phase III, pièce 17A1

Hull (Québec)

K1A 1H2

(819) 956-1825

Archives nationales du Canada

344, rue Wellington, pièce 3113

Ottawa (Ontario)

K1A 0N3

(613) 954-4141

Banque du Canada

234, rue Wellington,

4^e étage

Ottawa (Ontario)

K1A 0G9

(613) 782-8135

Banque fédérale de

développement

Tour de la Place-Victoria

800, Square Victoria

Casse postale 335

Montréal (Québec)

H4Z 1L4

(514) 283-5904

Bibliothèque nationale du

Canada

395, rue Wellington

Pièce 211E

Ottawa (Ontario)

K1A 0N4

(613) 995-3904

Bourse fédérale d'hypothèques

voir Ministère des Finances

Bureau de l'Administrateur de

l'Office du transport du grain

200, avenue Graham

Pièce 300

Winnipeg (Manitoba)

R3C 4L5

(204) 983-3212

Bureau de l'Inspecteur général

du Service canadien du

renseignement de sécurité

Édifice Sir Wilfrid Laurier

340, ave. Laurier ouest

3^e étage

Ottawa (Ontario)

K1A 0P8

(613) 990-3270

Affaires extérieures et Commerce extérieur Canada

(Affaires étrangères et Commerce
international Canada)
Édifice Lester B. Pearson

Tour A

125, promenade Sussex

1er étage

Ottawa (Ontario)

K1A 0G2

(613) 992-1487

Affaires indiennes et du Nord Canada

Les Terrasses de la Chaudière

Tour nord

10, rue Wellington

Pièce 1015

Hull (Québec)

K1A 0H4

(819) 953-9357

Agence canadienne de développement international

Place du Centre, 12e étage

200, promenade du Portage

Hull (Québec)

K1A 0G4

(613) 997-3883

Agence de promotion économique du Canada

atlantique

770, rue Main

10e étage

Casé postale 6051

Moncton (Nouveau-Brunswick)

E1C 9J8

(506) 851-3845

Agence de surveillance du secteur pétrolier

voir Énergie, Mines et Ressources

Canada (Ressources naturelles

Canada)

Agence spatiale canadienne

Édifice C.D. Howe, tour ouest

240 sur Sparks, 8e étage

Ottawa (Ontario)

L1A 1A1

(613) 991-2103

Agriculture Canada

(Agriculture et Agro-alimentaire

Canada)

Édifice Sir John Carling

930, avenue Carling

Pièce 8101

Ottawa (Ontario)

K1A 0C5

(613) 995-5118

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP)

NOTA : Les organismes qui ont été visés par la récente restructuration du gouvernement fédéral figurent ici sous leur ancien nom, lequel est suivi du nouveau nom entre parenthèses.

Administration de la voie maritime du Saint-Laurent
Place de la Constitution
360, rue Albert, 14^e étage
Ottawa (Ontario)
K1R 7X7
(613) 598-4605

Administration de pilotage de l'Atlantique Canada
Tour Banque de Montréal
5151, rue George
Pièce 1203
Halifax (Nouvelle-Écosse)
B3J 1M5
(902) 426-2550

Administration de pilotage du Pacifique Canada
1199, rue West Hastings
Pièce 300
Vancouver (Colombie-Britannique)
V6E 4G9
(604) 666-6771

Administration du pipe-line du Nord Canada
Edifice Lester B. Pearson
125, promenade Sussex
Ottawa (Ontario)
K1A 0G2
(613) 993-7466

Administration du rétablissement agricole des Prairies
(613) 933-2995

voir Agriculture Canada

Si vous désirez acheter un exemplaire de la présente publication, veuillez en faire la demande à :

Groupe Communication Canada – Edition
Téléphone : (819) 956-4802
Télcopieur : (819) 994-1498

Pour obtenir des renseignements sur la base de données **Info Source**, communiquez avec :

Division de la politique de l'information, des communications et de la sécurité
Secrétariat du Conseil du Trésor
(613) 957-2408

Pour obtenir des renseignements sur la façon de s'abonner à la base de données **Info Source**, communiquez avec :

QL Systems Limited
Numéro sans frais : 1-800-387-0899
Téléphone : (613) 238-3499
Télcopieur : (613) 238-7597

Vous pouvez également communiquer avec des personnes-ressources aux bureaux des coordonnateurs de l'AIIRP, dont on donne la liste ci-après.

NOTA : Toute demande d'accès à l'information ou de renseignements personnels doit être adressée à l'organisme approprié, dont l'adresse figure dans les pages qui suivent.

Pour utiliser Info Source rapidement et efficacement Repérez le chapitre du ministère ou de l'organisme fédéral le quel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux de coordination de l'Accès à l'information et de la protection des renseignements personnels.

Où obtenir plus de renseignements

Pour obtenir de plus amples renseignements au sujet de la Loi sur la protection des renseignements personnels, vous pouvez communiquer avec (veuillez voir la note ci-dessous) :

Direction des communications et de la coordination
Secrétariat du Conseil du Trésor du Canada
L'Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5

Téléphone : (613) 957-2400

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels, à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du Coordonnateur de l'AIPRP et à la bibliothèque.

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la Loi sur la protection des renseignements personnels s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les premiers 30 jours et on vous donnera la raison pour laquelle une autre période de 30 jours pourrait être requise.

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait des résultats de votre demande officielle ou du temps requis pour obtenir votre information.

Lorsque l'enquête du Commissaire à la protection de la vie privée est terminée, la personne qui est convaincue qu'on ne lui a pas communiqué tous les renseignements personnels auxquels elle a droit peut exercer un recours en révision de la décision devant la Cour fédérale – Division de première instance.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Place de Ville, Tour B

112, rue Kent, 3^e étage

Ottawa (Ontario) K1A 1H3

Téléphone : 995-2410 (Ottawa-Hull)

1-800-267-0441 (sans frais partout au Canada)

Comment faire une demande

Lorsque vous avez décidé de faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels, il y a quelques formalités à suivre :

- Obtenez un formulaire de demande d'accès à des renseignements personnels dans les endroits où la publication **Info Source** est disponible.

- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, c-à-d. que c'est bien **vous**, et non quelqu'un d'autre, qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.

- Faites parvenir le formulaire au coordonnateur de la Protection des renseignements personnels de votre ministère ou organisme fédéral.

- Si vous êtes un ancien fonctionnaire, adressez-vous au Centre des documents du personnel, Archives nationales du Canada, parc Tunney, Ottawa (Canada), K1A 0N3.

- Il n'y a aucun frais pour faire une demande en vertu de la Loi sur la protection des renseignements personnels.

Pour apporter des changements aux renseignements

Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels

La protection des renseignements personnels et de la vie privée est un autre but très important de la Loi sur la protection des renseignements personnels. La Loi stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

Fichiers particuliers
Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Loi sur la protection des renseignements personnels
La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La Loi sur la protection des renseignements personnels garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non-autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut faire la collecte, l'usage, l'entreposage et la divulgation des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande —
Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, selon le cas.

Certains renseignements personnels sont confidentiels En vertu de la Loi sur la protection des renseignements personnels, le gouvernement fédéral est tenu de garder certains types de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres individus, à la sécurité nationale et à l'exécution de la Loi.

L'introduction

L'introduction comprend :

- des explications sur certains termes-clefs utilisés dans ce volume et sur quelques points essentiels de la Loi sur la protection des renseignements personnels, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de cette Loi;
- un index des **Coordonnateurs de la protection des renseignements personnels**, organisé de la même façon que la table des matières; et
- la description du contenu des Fichiers ordinaires – voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujéti à la Loi sur la protection des renseignements personnels. Chaque chapitre énumère ou donne une description des fichiers de renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux.

La présente publication contient trois catégories de fichiers de renseignements personnels, comme suit :

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Les fichiers ordinaires contiennent des renseignements de nature administrative que les organismes fédéraux peuvent conserver au sujet de leurs employés. Ces catégories de renseignements sont, par exemple, le « Dossier personnel d'un employé », « Rémunération et avantages », et « Formation et perfectionnement ». Tous les organismes ne conservent pas pour chaque employé tous les dossiers décrits dans les fichiers ordinaires.

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Introduction

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À propos d'Info Source

Info Source (Sources de renseignements sur les employés

fédéraux), vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la Loi sur la protection des renseignements personnels.

La présente publication constitue un volume qui complète

Info Source (Sources de renseignements fédéraux), une

publication contenant des renseignements sur le gouvernement du Canada, ainsi que sur la structure organisationnelle et les fonds de renseignements de celui-ci.

Info Source regroupe et remplace Le Registre d'accès et le

Répertoire des renseignements personnels, deux publications que vous avez peut-être vues et utilisées auparavant.

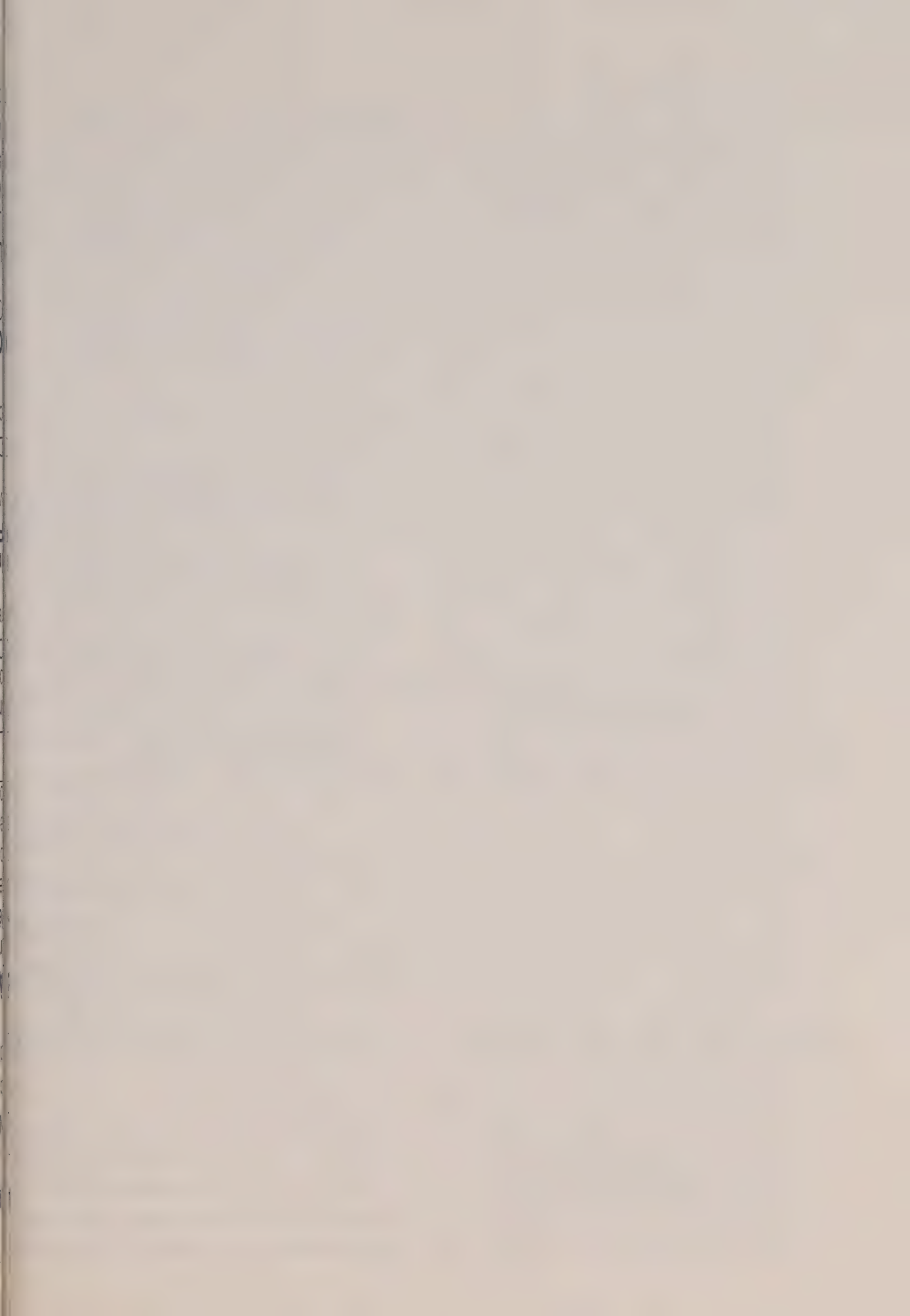
Des bulletins de mise à jour, qui sont publiés deux fois par année, complètent l'édition annuelle d'Info Source.

Ce que contient Info Source

Cette publication Info Source possède trois éléments principaux :

La table des matières

La table des matières est disposée par ordre alphabétique en utilisant le nom d'usage courant de chaque ministère ou organisme, par ex. Agriculture et Agro-alimentaire Canada ou Santé Canada, plutôt que le titre légal, c.-à-d. ministère de l'Agriculture et de l'Agro-alimentaire, ou ministère de la Santé.



NOTA : Les titres suivants ont été modifiés par suite de la récente restructuration de l'administration publique fédérale

175	107	Travaux publics et Services gouvernementaux Canada.....	171	103	Solliciteur général Canada.....
		(précédemment Travaux publics Canada et Canada.....	171		Statistique Canada.....
		Approvisionnement et Services Canada, ainsi que des programmes de Communications Canada et du Secrétariat d'Etat du Canada)	172	105	Transports Canada.....
			174	106	Travail Canada.....
177	108	Tribunal canadien du commerce extérieur.....			

		Affaires extérieures et Commerce international Canada (voir Affaires étrangères et Commerce international Canada)
		Agriculture Canada (voir Agriculture et Agro-alimentaire Canada)
		Approvisionnements et Services Canada (voir Travaux publics et Services gouvernementaux Canada)
		Bureau du Contrôleur général (voir Secrétariat du Conseil du Trésor)
		Communications Canada (voir Patrimoine Canada ou Travaux publics et Services gouvernementaux Canada)
		Consommation et Affaires commerciales Canada (voir Agriculture et Agro-alimentaire Canada, Santé Canada, Patrimoine Canada ou Industrie Canada)
		Emploi et Immigration Canada (voir Développement des Ressources humaines ou Citoyenneté et Immigration)
		Energie, Mines et Ressources Canada (voir Ressources naturelles Canada)
		Forêts Canada (voir Ressources naturelles Canada)
		Industrie, Science et Technologie Canada (voir Industrie Canada)
		Multiculturalisme et Citoyenneté Canada (voir Patrimoine canadien ou Citoyenneté et Immigration)

Table des matières

Introduction

À propos d'Info Source.....	I
Ce que contient Info Source.....	I
Loi sur la protection des renseignements personnels.....	III
Pour utiliser Info Source rapidement et efficacement.....	VI
Coordonnateurs de la protection des renseignements personnels.....	VIII
Description des fichiers ordinaires.....	XXIV

Chapitres

1 Administration de la voie maritime du Saint-Laurent.....	1
2 Administration de pilotage de l'Atlantique Canada.....	2
3 Administration de pilotage des Grands Lacs Canada.....	2
4 Administration de pilotage des Laurentides Canada.....	3
5 Administration de pilotage du Pacifique Canada.....	3
6 Administration du pipe-line du Nord Canada	4
7 Affaires étrangères et Commerce international Canada.....	5
(précédemment Affaires extérieures et Commerce international Canada	7
8 Affaires indiennes et du Nord Canada.....	8
9 Agence canadienne de développement international.....	8
10 Agence de promotion économique du Canada atlantique.....	8
11 Agence spatiale canadienne.....	9
12 Agriculture Canada et Agro-alimentaire (précédemment Agriculture Canada et programmes de Consommation et Affaires commerciales Canada)	10
13 Anciens Combattants Canada.....	17
14 Archives nationales du Canada.....	18
15 Banque du Canada.....	22
16 Banque fédérale de développement.....	27
17 Bibliothèque nationale du Canada.....	28
18 Bureau de l'administrateur de l'Office du transport du grain.....	28

19 Bureau de l'inspecteur général du Service canadien du renseignement de sécurité.....	29
20 Bureau de la sécurité des transports du Canada.....	29
21 Bureau du Conseil privé.....	30
22 Bureau du Directeur général des élections.....	31
23 Bureau du surintendant des institutions financières Canada.....	31
24 Bureau du Vérificateur général des élections	31
25 Bureau fédéral de développement régional (Québec).....	32
26 Canada-Nouvelle-Ecosse, Office des hydrocarbures extracôtiers.....	33
27 Centre canadien d'hygiène et de sécurité au travail.....	33
28 Centre canadien de gestion.....	34
29 Centre de recherches pour le développement international.....	35
30 Citoyenneté et Immigration (précédemment Emploi et Immigration Canada et des programmes de Multiculturalisme et Citoyenneté Canada)	36
31 Comité de surveillance des activités de renseignement de sécurité.....	38
32 Comité externe d'examen de la GRC.....	39
33 Commissariat aux langues officielles.....	40
34 Commission canadienne d'examen des exportations de biens culturels.....	41
35 Commission canadienne des affaires polaires	42
36 Commission canadienne des droits de la personne.....	42
37 Commission canadienne du blé.....	42
38 Commission canadienne du lait.....	42
39 Commission d'appel des pensions.....	43
40 Commission de contrôle de l'énergie atomique.....	43
41 Commission de l'immigration et du statut de réfugié.....	44
42 Commission de la Capitale nationale.....	45
43 Commission de la Fonction publique du Canada.....	46
44 Commission de révision des marchés publics du Canada.....	64
45 Commission des plaintes du public contre la GRC.....	64

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Secrétariat du Conseil du Trésor

Direction de la gestion des finances et de l'information
Division de l'information, des communications
et de la sécurité

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En vente au Canada chez

votre librairie local

ou par la poste auprès du

Groupe Communication Canada—Édition

Ottawa, (Canada) K1A 0S9

N° de catalogue BT51-3/12-1995

ISBN 0-660-59777-2

ISSN 1188-7893

Table des matières

Introduction

À propos d' <i>Info Source</i>	I
Ce que contient <i>Info Source</i>	I
Loi sur la protection des renseignements personnels	III
Pour utiliser <i>Info Source</i> rapidement et efficacement.....	VI
Coordonnateurs de la protection des renseignements personnels.....	VIII
Description des fichiers ordinaires.....	XIII

Chapitres

1 Administration de la voie maritime du Saint-Laurent.....	1	19 Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité	29
2 Administration de pilotage de l'Atlantique Canada	2	20 Bureau de la sécurité des transports du Canada	29
3 Administration de pilotage des Grands Lacs Canada	2	21 Bureau du Conseil privé.....	30
4 Administration de pilotage des Laurentides Canada	3	22 Bureau du Directeur général des élections.....	31
5 Administration de pilotage du Pacifique Canada	3	23 Bureau du Surintendant des institutions financières Canada	31
6 Administration du pipe-line du Nord Canada	4	24 Bureau du Vérificateur général du Canada.....	31
7 Affaires étrangères et Commerce international Canada	4	25 Bureau fédéral de développement régional (Québec)	32
8 Affaires indiennes et du Nord Canada.....	7	26 Canada-Nouvelle-Écosse, Office des hydrocarbures extracôtiers.....	33
9 Agence canadienne de développement international.....	7	27 Canada-Terre-Neuve, Office des hydrocarbures extracôtiers.....	33
10 Agence de promotion économique du Canada atlantique	8	28 Centre canadien d'hygiène et de sécurité au travail	34
11 Agence spatiale canadienne.....	9	29 Centre canadien de gestion	34
12 Agriculture et Agro-alimentaire Canada	10	30 Centre de recherches pour le développement international.....	35
(précédemment <i>Agriculture Canada</i> et <i>programmes de Consommation et Affaires commerciales Canada</i>)		31 Citoyenneté et Immigration	37
13 Anciens Combattants Canada	17	(précédemment <i>Emploi et Immigration Canada</i> et des programmes de <i>Multiculturalisme et Citoyenneté Canada</i>)	
14 Archives nationales du Canada	17	32 Comité de surveillance des activités de renseignement de sécurité.....	39
15 Banque du Canada.....	22	33 Comité externe d'examen de la GRC	39
16 Banque fédérale de développement	27	34 Commissariat aux langues officielles	41
17 Bibliothèque nationale du Canada.....	28	35 Commission canadienne d'examen des exportations de biens culturels	42
18 Bureau de l'administrateur de l'Office du transport du grain	28	36 Commission canadienne des affaires polaires	42
		37 Commission canadienne des droits de la personne.....	43
		38 Commission canadienne du blé.....	43
		39 Commission canadienne du lait	43
		40 Commission d'appel des pensions	44
		41 Commission de contrôle de l'énergie atomique.....	44
		42 Commission de l'immigration et du statut de réfugié.....	44
		43 Commission de la Capitale nationale	46
		44 Commission de la fonction publique du Canada	46
		45 Commission des plaintes du public contre la GRC.....	64

46	Commission des relations de travail dans la Fonction publique	65	72	Ministère de la Justice Canada	122
47	Commission du droit d'auteur Canada	68	73	Ministère des Finances Canada	123
48	Commission nationale des libérations conditionnelles	68	74	Monnaie royale canadienne.....	124
49	Condition féminine Canada	69	75	Musée canadien de la nature.....	126
50	Conseil canadien des normes.....	69	76	Musée canadien des civilisations	126
51	Conseil canadien des relations de travail	71	77	Musée des beaux-arts du Canada	127
52	Conseil consultatif canadien sur la situation de la femme.....	71	78	Musée national des sciences et de la technologie	127
53	Conseil d'examen du prix des médicaments brevetés	72	79	Office canadien du poisson salé	128
54	Conseil de contrôle des renseignements relatifs aux matières dangereuses	73	80	Office de commercialisation du poisson d'eau douce.....	128
55	Conseil de la radiodiffusion et des télécommunications canadiennes	73	81	Office des eaux des Territoires du Nord- Ouest	129
56	Conseil de recherches en sciences humaines du Canada.....	74	82	Office des eaux du Territoire du Yukon	129
57	Conseil de recherches en sciences naturelles et en génie du Canada	75	83	Office national de l'énergie.....	129
58	Conseil de recherches médicales du Canada	76	84	Office national des transports du Canada.....	130
59	Conseil des Arts du Canada	76	85	Office national du film du Canada	130
60	Conseil du Trésor du Canada (Secrétariat)..... (et Bureau du contrôleur général)	76	86	Patrimoine canadien..... (précédemment des programmes du Secrétariat d'État du Canada, de Communications Canada, de Consommation et Affaires Commerciales Canada, de Santé et Bien-être social Canada, de Multiculturalisme et Citoyenneté Canada et de Parcs Canada)	130
61	Conseil national de commercialisation des produits agricoles.....	91	87	Pêches et Océans Canada	132
62	Conseil national de recherches Canada.....	91	88	Ressources naturelles Canada	134
63	Construction de Défense Canada	92		(précédemment Énergie, Mines et Ressources Canada et Forêts Canada)	
64	Corporation commerciale canadienne	93	89	Revenu Canada	136
65	Défense nationale.....	93	90	Santé Canada	139
66	Développement des ressources humaines Canada	109		(précédemment Santé et bien-être social Canada, et des programmes de Consommation et Affaires commerciales Canada)	
67	Diversification de l'économie de l'Ouest Canada	111	91	Service canadien du renseignement de sécurité	141
68	Enquêteur correctionnel Canada	111	92	Service correctionnel du Canada	148
69	Environnement Canada	111	93	Société canadienne d'hypothèques et de logement	150
	(voir aussi Patrimoine canadien)		94	Société canadienne des ports.....	155
70	Gendarmerie royale du Canada	112	95	Société canadienne des postes.	155
71	Industrie Canada.....	119	96	Société d'assurance-dépôts du Canada.....	169
	(précédemment Industrie, Science et Technologie Canada et Investissement Canada, ainsi que des programmes de Communications Canada et de Consommation et Affaires commerciales Canada)		97	Société de développement de l'industrie cinématographique canadienne	170
			98	Société du Centre national des Arts	172
			99	Société du crédit agricole Canada	172
			100	Société immobilière du Canada Limitée	173

101	Société pour l'expansion des exportations	173	105	Travaux publics et Services gouvernementaux Canada	180
102	Solliciteur général Canada.....	176		(précédemment Travaux publics Canada et Approvisionnements et Services Canada, ainsi que des programmes de Communications Canada et du Secrétariat d'État du Canada)	
103	Statistique Canada.....	177			
104	Transports Canada.....	177	106	Tribunal canadien du commerce extérieur.....	182

NOTA : Les titres suivant ont été modifiés par suite de la restructuration de l'administration publique fédérale

Affaires extérieures et Commerce international Canada
(voir Affaires étrangères et Commerce international Canada)

Agriculture Canada
(voir Agriculture et Agro-alimentaire Canada)

Approvisionnements et Services Canada
(voir Travaux publics et Services gouvernementaux Canada)

Bureau du Contrôleur général
(voir Secrétariat du Conseil du Trésor)

Commission de révision des marchés publics du Canada
voir Tribunal canadien du commerce extérieur

Communications Canada
(voir Patrimoine canadien, Industrie Canada ou Travaux publics et Services gouvernementaux Canada)

Consommation et Affaires commerciales Canada
(voir Agriculture et Agro-alimentaire Canada, Santé Canada, Patrimoine canadien ou Industrie Canada)

Emploi et Immigration Canada
(voir Développement des Ressources humaines ou Citoyenneté et Immigration)

Énergie, Mines et Ressources Canada
(voir Ressources naturelles Canada)

Forêts Canada
(voir Ressources naturelles Canada)

Industrie, Science et Technologie Canada
(voir Industrie Canada)

Investissement Canada
(voir Industrie Canada)

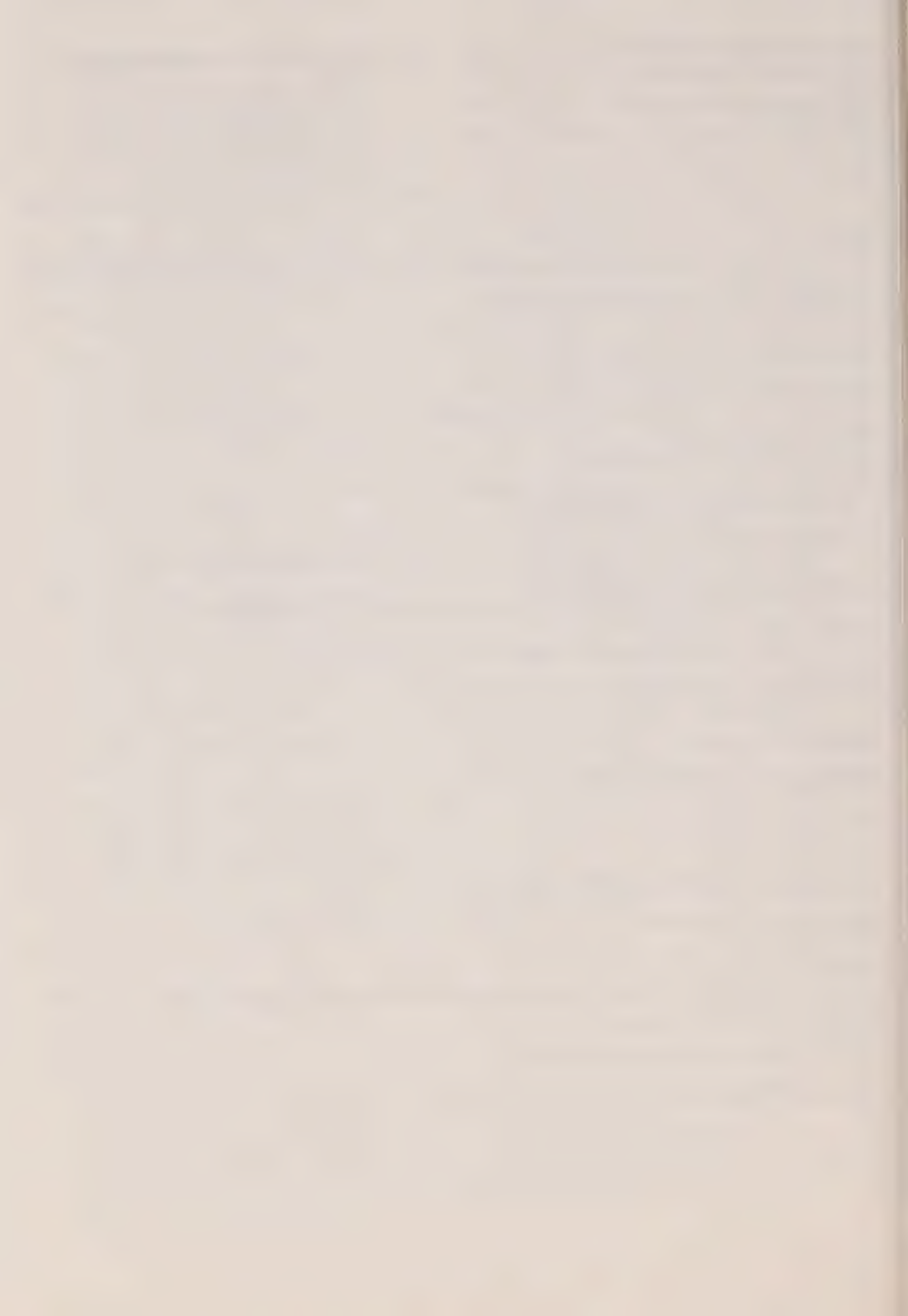
Multiculturalisme et Citoyenneté Canada
(voir Patrimoine canadien ou Citoyenneté et Immigration)

Santé et Bien-être social Canada
(voir Santé Canada)

Secrétariat d'État du Canada
(voir Développement des ressources humaines, Patrimoine canadien ou Travaux publics et Services gouvernementaux Canada)

Travail Canada
(voir Développement des ressources humaines)

Travaux publics Canada
(voir Travaux publics et Services gouvernementaux Canada)



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À propos d'Info Source

Info Source (Sources de renseignements sur les employés fédéraux), vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la Loi sur la protection des renseignements personnels.

La présente publication constitue un volume qui complète **Info Source (Sources de renseignements fédéraux)**, une publication contenant des renseignements sur le gouvernement du Canada, ainsi que sur la structure organisationnelle et les fonds de renseignements de celui-ci.

Info Source regroupe et remplace **Le Registre d'accès** et le **Répertoire des renseignements personnels**, deux publications que vous avez peut-être vues et utilisées auparavant.

Des bulletins de mise à jour et le **Guide des sources de renseignements fédéraux** complètent l'édition annuelle d'**Info Source**.

Ce que contient Info Source

Info Source comporte trois éléments principaux :

La table des matières

La table des matières est par ordre alphabétique en utilisant le nom d'usage courant de chaque ministère ou organisme, par ex.

Agriculture et Agro-alimentaire Canada ou Santé Canada, plutôt que

le titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agro-alimentaire, ou ministère de la Santé.

L'introduction

L'Introduction comprend :

- des explications sur certains termes-clefs utilisés dans ce volume et sur quelques points essentiels de la Loi sur la protection des renseignements personnels, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de cette Loi;
- une liste des **Coordonnateurs de la protection des renseignements personnels**, disposée dans le même ordre que la table des matières; et
- la description du contenu des Fichiers ordinaires - voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujetti à la Loi sur la protection des renseignements personnels. Chaque chapitre donne une description des fichiers de renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux.

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Les fichiers centraux comprennent des renseignements concernant les employés de quelques-unes ou de l'ensemble des organismes fédéraux. Ces fichiers sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Conseil du Trésor et Travaux publics et Services gouvernementaux Canada.

Fichiers particuliers

Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Loi sur la protection des renseignements personnels

La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La Loi sur la protection des renseignements personnels garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut faire la collecte, l'usage, l'entreposage et la divulgation des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande -

Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, le cas échéant.

Certains renseignements personnels sont confidentiels En vertu de la Loi sur la protection des renseignements personnels, le gouvernement fédéral est tenu de garder certains types de

renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres individus, à la sécurité nationale et à l'exécution de la Loi.

Comment faire une demande

Lorsque vous avez décidé de faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels, voici la procédure à suivre :

- Obtenez un formulaire de demande d'accès à des renseignements personnels dans les endroits où la publication **Info Source** est disponible.
- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, c-à-d. que c'est bien **vous**, et non quelqu'un d'autre, qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.
- Faites parvenir le formulaire au coordonnateur de la Protection des renseignements personnels de votre ministère ou organisme fédéral.
- Si vous êtes un ancien fonctionnaire, adressez-vous au Centre des documents du personnel, Archives nationales du Canada, parc Tunney, Ottawa (Canada), K1A 0N3.
- Il n'y a aucun frais pour faire une demande en vertu de la Loi sur la protection des renseignements personnels.

Pour apporter des changements aux renseignements Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels La protection des renseignements personnels et de la vie privée est un autre but très important de la Loi sur la protection des renseignements personnels. La Loi stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule

aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la Loi sur la protection des renseignements personnels s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les premiers 30 jours et on vous donnera la raison pour laquelle une autre période de 30 jours pourrait être requise.

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait des résultats de votre demande officielle ou du temps requis pour obtenir votre information.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Place de Ville, Tour B
112, rue Kent, 3e étage
Ottawa (Ontario) K1A 1H3

Téléphone : 995-2410 (Ottawa-Hull)
1-800-267-0441 (sans frais partout au Canada)

Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact Repérez le chapitre du ministère ou de l'organisme fédéral le quel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux de coordination de l'Accès à l'information et de la protection des renseignements personnels.

Où obtenir plus de renseignements

Pour obtenir de plus amples renseignements au sujet de la Loi sur la protection des renseignements personnels, vous pouvez communiquer avec (veuillez voir la note ci-dessous) :

Direction des communications et de la coordination
Secrétariat du Conseil du Trésor du Canada
L'Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5

Téléphone : (613) 957-2400

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels, à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du Coordonnateur de l'AIPRP et à la bibliothèque.

Si vous désirez acheter un exemplaire de la présente publication, veuillez en faire la demande à :

Groupe Communication Canada - Édition

Téléphone : (819) 956-4802

Télécopieur : (819) 994-1498

Pour obtenir des renseignements sur la base de données

Info Source, communiquez avec :

Division de la politique de l'information, des communications et de la sécurité

Secrétariat du Conseil du Trésor

(613) 957-2408

Pour obtenir des renseignements sur la façon de s'abonner à la base de données **Info Source**, communiquez avec :

QL Systems Limited

Numéro sans frais : 1-800-387-0899

Téléphone : (613) 238-3499

Télécopieur : (613) 238-7597

Vous pouvez également communiquer avec des personnes-ressources aux bureaux des coordonnateurs de l'AIPRP, dont on donne la liste ci-après.

NOTA : Toute demande d'accès à l'information ou de renseignements personnels doit être adressée à l'organisme approprié, dont l'adresse figure dans les pages qui suivent.

Coordonneurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP)

Administration de la voie maritime du Saint-Laurent

Place de la Constitution
360, rue Albert, 14^e étage
Ottawa (Ontario)
K1R 7X7

(613) 598-4605

Administration de pilotage de l'Atlantique Canada

Pièce 1402
1959, Upper Water Street
Halifax (Nouvelle-Écosse)
B3J 3N2 (902) 426-2550

Administration de pilotage des Grands Lacs Canada

202, rue Pitt, 2^e étage
B.P. 95
Cornwall (Ontario)
K6J 3P7

(613) 933-2991

Administration de pilotage des Laurentides Canada

Tour de la Bourse
B.P. 680
Montréal (Québec)
H4Z 1J9

(514) 283-6320

Administration de pilotage du Pacifique Canada

1199, rue West Hastings
Pièce 300
Vancouver (Colombie-Britannique)
V6E 4G9

(604) 666-6771

Administration du pipe-line du Nord Canada

Édifice Lester B. Pearson
125, promenade Sussex
Ottawa (Ontario)
K1A 0G2

(613) 993-7466

Administration du rétablissement agricole des Prairies

voir Agriculture et Agro-alimentaire
Canada

Affaires étrangères et Commerce international Canada

Édifice Lester B. Pearson
125, promenade Sussex, Tour A
1^{er} étage
Ottawa (Ontario)
K1A 0G2

(613) 992-1487

**Affaires extérieures et
Commerce extérieur Canada**
voir Affaires étrangères et
Commerce international Canada

**Affaires indiennes et du Nord
Canada**

Les Terrasses de la Chaudière
Tour nord
10, rue Wellington
Pièce 1365
Hull (Québec)
K1A 0H4
(819) 997-8277

**Agence canadienne de
développement international**

Place du Centre, 12^e étage
200, promenade du Portage
Hull (Québec)
K1A 0G4
(613) 997-0849

**Agence de promotion
économique du Canada
atlantique**

Blue Cross Centre
644, rue Main, 3^e étage
B.P. 6051
Moncton (Nouveau-Brunswick)
E1C 9J8
(506) 851-3845

**Agence de surveillance du
secteur pétrolier**

voir Ressources naturelles
Canada

Agence spatiale canadienne

6767, Route de l'aéroport
Saint-Hubert (Qc)
J3Y 8Y9

(514) 926-4866

Agriculture Canada

voir Agriculture et Agro-alimentaire
Canada

**Agriculture et Agro-alimentaire
Canada**

Édifice Sir John Carling
930, avenue Carling
Pièce 8107
Ottawa (Ontario)
K1A 0C5

(613) 995-5118

Anciens combattants Canada

Édifice Dominion
97, rue Queen, Pièce 205
B.P. 7700
Charlottetown
(Île-du-Prince-Édouard)
C1A 8M9

(902) 566-8609

**Approvisionnements et
Services Canada**

voir Travaux publics et Services
gouvernementaux Canada

Archives nationales du Canada

395, rue Wellington, pièce 118
Ottawa (Ontario)
K1A 0N3

(613) 954-4141

Banque du Canada

234, rue Wellington,
2^e étage
Ottawa (Ontario)
K1A 0G9

(613) 782-8537

**Banque fédérale de
développement**

Tour de la Place-Victoria
800, Square Victoria
B.P. 335
Montréal (Québec)
H4Z 1L4

(514) 283-3554

**Bibliothèque nationale du
Canada**

395, rue Wellington
Pièce 215
Ottawa (Ontario)
K1A 0N4

(613) 996-2892

Bourse fédérale d'hypothèques

voir Ministère des Finances

**Bureau de l'Administrateur de
l'Office du transport du grain**

200, avenue Graham
Pièce 300
Winnipeg (Manitoba)
R3B 0T4

(204) 983-3212

**Bureau de l'Inspecteur général
du Service canadien du
renseignement de sécurité**

Édifice Sir Wilfrid Laurier
340, ave. Laurier ouest
3^e étage
Ottawa (Ontario)
K1A 0P8

(613) 990-3270

**Bureau de la sécurité des
transports du Canada**

Place du Centre
200, Promenade du Portage
4^e étage
Hull (Québec)
K1A 1K8

(613) 994-8021

**Bureau de services juridiques
des pensions**

voir Anciens combattants Canada

**Bureau des relations fédérales-
provinciales**

voir Bureau du Conseil privé

Bureau du Conseil privé

Édifice Blackburn
85, rue Sparks, pièce 312
Ottawa (Ontario)
K1A 0A3

(613) 957-5210

Bureau du Contrôleur général

Voir Conseil du Trésor du Canada

**Bureau du Directeur général
des élections**

1595 Telesat Court
Ottawa (Ontario)
K1A 0M6

(613) 993-1527

**Bureau du Surintendant des
institutions financières Canada**

255, rue Albert,
15e étage
Ottawa (Ontario)
K1A 0H2

(613) 990-5596

**Bureau du Vérificateur général
du Canada**

240, rue Sparks
Pièce 1167
Ottawa (Ontario)
K1A 0G6

(613) 995-3766

**Bureau fédéral de
développement régional
(Québec)**

800, Place Victoria
Bureau 3800
B.P. 247
Montréal (Québec)
H4Z 1E8

(514) 283-8418

**Canada-Nouvelle-Écosse,
Office des hydrocarbures
extracôtiers**

TD Centre, 6^e étage
1791, rue Barrington
Halifax (Nouvelle-Écosse)
B3J 3K9

(902) 422-5588

**Canada-Terre-Neuve, Office des
hydrocarbures extracôtiers**

Place TD – 140, rue Water
Pièce 500
St. John's (Terre-Neuve)
A1C 6H6

(709) 778-1464

**Centre canadien de
gestion** Campus De La Salle
373, promenade Sussex
C.P. 420, Succursale A
Ottawa (Ontario)
K1N 8V4

(613) 992-8171

**Centre canadien d'hygiène et
de sécurité au travail**

250, rue Main est
Hamilton (Ontario)
L8N 1H6

(905) 572-2981

Centre de recherches pour le développement international

250, rue Albert, 13^e étage
Ottawa (Ontario)
K1G 3H9

(613) 236-6163, poste 2123

Centre international pour les droits de la personne

63, rue De Brèsoles
Bureau 100
Montréal (Québec)
H2Y 1V7

(514) 283-6073

Centre national des Arts

1, Place de la Confédération
B.P. 1534, Succ. B
Ottawa (Ontario)
K1P 5W1

(613) 996-5051

Citoyenneté et Immigration Canada

Place du Portage, Phase IV
4^e étage, Pièce 4L03
Hull (Québec)
K1A 0J9

(819) 953-9321

Comité de surveillance des activités de renseignements de sécurité

Édifice Jackson
122, rue Bank, 4^e étage
B.P. 2430, Succ. D
Ottawa (Ontario)
K1P 5W5

(613) 990-8052

Comité externe d'examen de la GRC

60, rue Queen, Pièce 513
B.P. 1159, Succursale B
Ottawa (Ontario)
K1P 5R2

(613) 990-1860

Commissariat aux langues officielles

110, rue O'Connor
13^e étage, pièce 1334
Ottawa (Ontario)
K1A 0T8

(613) 996-6036

Commission canadienne d'examen des exportations de biens culturels

Édifice Journal, Tour nord
300, rue Slater, pièce 500
Ottawa (Ontario)
K1A 0C8

(613) 990-4161

Commission canadienne des affaires polaires

Carré Constitution, Pièce 1710
360, rue Albert
Ottawa (Ontario)
K1R 7X7

(613) 943-8605

Commission canadienne des droits de la personne

Place de Ville, Tour A
320, rue Queen, 13^e étage
Ottawa (Ontario)
K1A 1E1

(613) 943-9505

Commission canadienne des grains

voir Agriculture et Agro-alimentaire
Canada

Commission canadienne des pensions

voir Anciens combattants Canada

Commission canadienne du blé

423, rue Main
B.P. 816
Winnipeg (Manitoba)
R3C 2P5

(204) 983-3453

Commission canadienne du lait

1525, avenue Carling
Ottawa (Ontario)
K1A 0Z2

(613) 998-9490

Commission d'appel des pensions

381, rue Kent, pièce 327
B.P. 8567, Terminus postal
Ottawa (Ontario)
K1G 3H9

(613) 995-0612

Commission d'indemnisation des marins marchands

voir Développement des
ressources humaines Canada

Commission de contrôle de l'énergie atomique

280, rue Slater
B.P. 1046, Succursale B
Ottawa (Ontario)
K1P 5S9

(613) 995-1221

Commission de l'emploi et de l'immigration du Canada

voir Développement des
ressources
humaines ou Citoyenneté et
Immigration

Commission de l'immigration et du statut de réfugié

222, rue Nepean, 7^e étage
Ottawa (Ontario)
K1A 0
K1

(613) 995-3514

Commission de la Capitale nationale

3e étage
40, rue Elgin
Ottawa (Ontario)
K1P 1C7

(613) 239-5198

Commission de la fonction publique du Canada

Esplanade Laurier, Tour ouest
300, avenue Laurier ouest
Pièce 1954
Ottawa (Ontario)
L1A 0M7

(613) 992-2425

Commission de révision des lois

voir Ministère de la Justice

Commission de révision des marchés publics

voir Tribunal canadien du commerce extérieur

Commission des champs de bataille nationaux

voir Environnement Canada

Commission des lieux et monuments historiques du Canada

voir Environnement Canada

Commission des plaintes du public contre la GRC

B.P. 3423, Succursale D
Ottawa (Ontario)
K1P 6L4

(613) 952-1302

Commission des relations de travail dans la fonction publique

Édifice C.D. Howe, tour ouest
240, rue Sparks, 6e étage
Ottawa (Ontario)
K1P 5V2

(613) 990-1757

Commission du droit d'auteur Canada

56, rue Sparks, pièce 800
Ottawa (Ontario)
K1A 0C9

(613) 952-8621

Commission nationale des libérations conditionnelles

Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
9e étage
Ottawa (Ontario)
K1A 0R1

(613) 954-5946

Communications Canada

voir Industrie Canada, Patrimoine canadien ou Travaux publics et Services gouvernementaux

Condition féminine Canada

360, rue Albert
Bureau 700
Ottawa (Ontario)
K1A 1C3

(613) 995-4008

Conseil canadien des normes

45, rue O'Connor
Bureau 1200
Ottawa (Ontario)
K1P 6N7

(613) 238-3222

Conseil canadien des relations de travail

Édifice C.D. Howe, Tour ouest
240, rue Sparks, 4e étage
Ottawa (Ontario)
K1A 0X8

(613) 996-9466

Conseil consultatif canadien sur la situation de la femme

110, rue O'Connor, 9e étage
Ottawa (Ontario)
K1P 5M9

(613) 992-4975

Conseil consultatif de recherches sur les pêcheries et les océans

voir Pêches et Océans

Conseil d'examen du prix des médicaments brevetés

B.P. L40, Bureau 1400
Standard Life Centre
333, avenue Laurier ouest
Ottawa (Ontario)
K1A 1C1

(613) 954-8299

Conseil de contrôle des renseignements relatifs aux matières dangereuses

200, rue Kent, Bureau 400
Ottawa (Ontario)
K1A 0M1

(613) 993-4331

Conseil de la radiodiffusion et des télécommunications canadiennes

Les Terrasses de la Chaudière
1, promenade du Portage
5e étage
Hull (Québec)
K1A 0N2

(819) 994-5366

Conseil de recherches en sciences humaines du Canada

Carré Constitution, Tour 2
350, rue Albert
B.P. 1610
Ottawa (Ontario)
K1P 6G4

(613) 992-0562

Conseil de recherches en sciences naturelles et en génie du Canada

350, rue Albert, 13^e étage
Ottawa (Ontario)
K1A 1H5
(613) 995-6214

Conseil de recherches médicales du Canada

Édifice Holland Cross
Tour B, 5^e étage
1600, rue Scott
Ottawa (Ontario)
K1A 0W9
(613) 954-1812

Conseil des Arts du Canada

350, rue Albert
9^e étage
Ottawa (Ontario)
K1P 5V8
(613) 566-4380

Conseil des subventions au développement régional

voir Industrie, Sciences et Technologie Canada (Industrie Canada)

Conseil du Trésor du Canada - Secrétariat

Esplanade Laurier, Tour est
140, rue O'Connor, 9^e étage
Ottawa (Ontario)
K1A 0R5
(613) 993-5215

Conseil national de commercialisation des produits agricoles

Édifice Martel
270, rue Albert, 13^e étage
B.P. 3430, Succ. D
Ottawa (Ontario)
K1P 6L4
(613) 995-8840

Conseil national de recherches Canada

Édifice M-58, pièce S-306
Chemin Montréal
Ottawa (Ontario)
K1A 0R6
(613) 990-2558

Consommation et Affaires commerciales Canada

voir Industrie Canada, Patrimoine canadien ou Agriculture et Agro-alimentaire Canada

Construction de Défense Canada

Édifice Sir Charles Tupper
Aile A, 3^e étage
Confederation Heights
Ottawa (Ontario)
K1A 0K3
(613) 998-9539

Corporation commerciale canadienne

50, rue O'Connor
11e étage
Ottawa (Ontario)
K1A 0S6

(613) 996-0262

Corporation du Pont international de la voie maritime Limitée

voir L'Administration de la voie maritime du Saint-Laurent

Défense nationale

Édifice du Centre (Nord)
101, promenade du Colonel By,
13e
étage
Ottawa (Ontario)
K1A 0K2

(613) 992-8486 – Accès à l'information

Développement des ressources humaines Canada

Place du Portage, Phase IV
140, Promenade du Portage
4e étage
Hull (Québec)

(819) 994-2548

Directeur de l'établissement des soldats

voir Anciens combattants Canada

Directeur des terres destinées aux anciens combattants

voir Anciens combattants Canada

Diversification de l'économie de l'Ouest Canada

200, rue Kent, 8e étage
B.P. 2128, Succursale D
Ottawa (Ontario)
K1P 5W3

(613) 952-9390

Emploi et Immigration Canada

voir Citoyenneté et Immigration ou Développement des ressources humaines

Énergie, Mines et Ressources Canada

voir Ressources naturelles Canada

Enquêteur correctionnel Canada

275, rue Slater, Bureau 402
Ottawa (Ontario)
K1P 5H9

(613) 990-2692

Environnement Canada

Terrasses de la Chaudière
10, rue Wellington, 4e étage
Hull (Québec)
K1A 0H3

(819) 997-2992

Forces canadiennes

voir Défense nationale

Forêts Canada

voir Ressources naturelles Canada

Gendarmerie royale du Canada

1200, promenade Vanier
Ottawa (Ontario)
K1A 0R2

(613) 993-6978

Industrie Canada

Édifice C.D. Howe
235, rue Queen
3e étage ouest
Ottawa (Ontario)
K1A 0H5

(613) 954-2752

**Industrie, Sciences et
Technologie Canada**

voir Industrie Canada

Ministère de la Justice Canada

Édifice de la Justice, pièce 34
239, rue Wellington
Ottawa (Ontario)
K1A 0H8

(613) 952-8352

Ministère des Finances Canada

Esplanade Laurier, Tour est
140, rue O'Connor, 21e étage
Ottawa (Ontario)
K1A 0G5

(613) 992-6923

Monnaie royale canadienne

320, promenade Sussex
Pièce 230
Ottawa (Ontario)
K1A 0G8

(613) 993-2711

**Multiculturalisme et citoyenneté
Canada**

voir Citoyenneté et Immigration ou
Patrimoine canadien

Musée canadien de la nature

Édifice Mémorial Victoria
Rues Metcalfe et McLeod
B.P. 3443, Succ. D
Ottawa (Ontario)
K1P 6P4

(613) 996-3102

**Musée canadien des
civilisations**

100, rue Laurier
B.P. 3100, Succ. B
Hull (Québec)
J8X 4H2

(613) 776-7115

**Musée des beaux-arts du
Canada**

380, promenade Sussex
Pièce 532
B.P. 427, Succ. A
Ottawa (Ontario)
K1N 0N4

(613) 996-2892

**Musée national des sciences et
de la technologie**

2421, chemin Lancaster
B.P. 9724, Succ. T
Ottawa (Ontario)
K1G 5A3

(613) 991-3033

**Office canadien du poisson
salé**

voir Pêches et Océans

**Office de commercialisation du
poisson d'eau douce**

1199, chemin Plessis

Winnipeg (Manitoba)

R3C 3L4

(204) 983-6461

**Office de répartition des
approvisionnements d'énergie**

voir Ressources naturelles

Canada

**Office de stabilisation des prix
agricoles**

voir Agriculture et Agro-alimentaire

Canada

**Office des eaux des Territoires
du Nord-Ouest**

Édifice Precambrian, 9e étage

B.P. 1500

Yellowknife (Territoires du
Nord-Ouest)

X1A 2R3

(403) 920-8191

**Office des eaux du Territoire du
Yukon**

4114, 4e avenue, pièce 200

Whitehorse (Yukon)

Y1A 4N7

(403) 667-3980

**Office des normes du
gouvernement canadien**

voir Travaux publics et Services
gouvernementaux

**Office des prix des produits de
la pêche**

voir Pêches et Océans

Office des produits agricoles

voir Agriculture et Agro-alimentaire
Canada

Office national de l'énergie

311 – 6th Avenue South West

Calgary (Alberta)

T2P 3H2

(403) 299-2717

**Office national des transports
du Canada**

Édifice Jules Léger

15, rue Eddy, 16e étage

Hull (Québec)

K1A 0N9

(613) 994-2564

Office national du film

B.P. 6100, Succ. A

Montréal (Québec)

H3C 3H5

(514) 283-9136

Patrimoine canadien

Édifice Jules Léger

25, rue Eddy, pièce 400

Hull (Québec)

K1A 0M5

(819) 997-6874

Pêches et Océans

Tours Centennial
200, rue Kent, Poste 948
Ottawa (Ontario)
K1A 0E6

(613) 993-2052

Ponts Jacques-Cartier et Champlain Inc.

voir L'Administration de la voie maritime du Saint-Laurent

Ressources naturelles Canada

580, rue Booth
2^e étage
Ottawa (Ontario)
K1A 0E4

(613) 996-8261

Revenu Canada

14^e étage
Tour Exécutive Albion
25, rue Nicholas
Ottawa (Ontario)
K1A 0L5

(613) 957-8819

Revenu Canada – Douanes et Accise

voir Revenu Canada

Revenu Canada – Impôt

voir Revenu Canada

Santé Canada

Édifice Brooke Claxton
Pièce 0909-D
Ottawa (Ontario)
K1A 0K9

(613) 957-3051

Santé et Bien-être social Canada

voir Santé Canada

Secrétariat d'État du Canada

voir Patrimoine canadien ou Travaux publics et Services gouvernementaux

Séquestre des biens ennemis

voir Travaux publics et Services gouvernementaux

Service canadien du renseignement de sécurité

284, rue Wellington
B.P. 9732, Terminus postal
Ottawa (Ontario)
K1G 4G4

(613) 782-0107

Service correctionnel Canada

340, avenue Laurier ouest
5^e étage, section C
Ottawa (Ontario)
K1A 0P9

(613) 992-8248

**Société canadienne
d'hypothèques et de logement**

700, chemin Montréal

Pièce C2-204

Ottawa (Ontario)

K1A 0P7

(613) 748-2843

Société canadienne des ports

99, rue Metcalfe

Pièce 856

Ottawa (Ontario)

K1A 0N6

(613) 957-6739

Société canadienne des postes

2701, promenade Riverside

Bureau E0341

Ottawa (Ontario)

K1A 0B1

(613) 734-6871

**Société d'assurance-dépôts du
Canada**

50, rue O'Connor

17^e étage

Ottawa (Ontario)

K1P 5W5

(613) 996-2082

**Société de développement de
l'industrie cinématographique
canadienne**

Tour de la Banque nationale

14^e étage600, rue de La Gauchetière ouest
Montréal (Québec)

H3B 4L2

(514) 283-6363

**Société du crédit agricole
Canada**

B.P. 4320

Regina (Saskatchewan)

S4P 4L3

(306) 780-8608

**Société immobilière du Canada
Limitée**voir Travaux publics et Services
gouvernementaux Canada**Société pour l'expansion des
exportations**151, rue O'Connor, 6^e étage

B.P. 655

Ottawa (Ontario)

K1P 5T9

(613) 598-2899

**Solliciteur général Canada –
Secrétariat du ministère**

Édifice Sir Wilfrid Laurier

340, avenue Laurier ouest

1^{er} étage

Ottawa (Ontario)

K1A 0P8

(613) 991-2929

Statistique Canada

Édifice R.H. Coats
25e étage, poste B
Parc Tunney
Ottawa (Ontario)
K1A 0T6
(613) 951-9349

Transports Canada

Place de Ville, Tour C
330, rue Sparks, 26e étage
Ottawa (Ontario)
K1A 0N5
(613) 993-6162

Travail Canada

voir Développement des
ressources humaines Canada

**Travaux publics et Services
gouvernementaux Canada**

Place du Portage, Phase III
11, rue Laurier, Pièce 17A1
Hull (Québec)
K1A 0H2
(819) 956-1816

**Tribunal canadien du commerce
extérieur**

Édifice Journal, Tour sud
365, avenue Laurier ouest
19e étage
Ottawa (Ontario)
K1A 0G7
(613) 990-2452

**Tribunal d'appel des anciens
combattants**

voir Anciens combattants Canada

Description des fichiers ordinaires

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire n° 907. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement. **Usages compatibles :** Déterminer la responsabilité pour de tels accidents et approuver leur règlement. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant la période de deux ans suivant le règlement des réclamations des individus. **Numéro de fichier :** POE 908

Aide aux employés

Description : Ce fichier contient des renseignements administrés de façon confidentielle touchant la participation d'un employé au Programme d'aide aux employés (PAE); les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. **Numéro de fichier :** POE 916

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque les ministères et les organismes prennent des décisions concernant la cote de sécurité, ils ne peuvent consulter que les renseignements contenus dans ce fichier et ne peuvent pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier du SCRS. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi pour lequel on lui avait accordé sa cote. **Numéro de fichier :** POE 909

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des formules d'identification et la correspondance connexe à l'émission de cartes d'identité et les laissez-passer. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission de cartes d'identité et de laissez-passer. **Usages compatibles :** Émettre des cartes d'identité et des laissez-passer. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. **Numéro de fichier :** POE 917

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le

Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigences visés par les articles 21 et 22, et participe aux activités décrites dans l'article 26 du Code de la Fonction publique; (2) des rapports confidentiels sur les biens, les exigences et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles.

Catégorie de personnes : Employés fédéraux. **But :** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. **Normes de conservation et de destruction :** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **Numéro de fichier :** POE 915

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour

lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnement et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou

jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **Numéro de fichier :** POE 901

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la «Communication de renseignements à la suite d'une sélection» en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du

concours. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

Numéro de fichier : POE 902

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. **Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

Normes de conservation et de destruction : Les dossiers doivent être conservés pendant une période de cinq ans pour tous les employés. Après cette période, les dossiers sont détruits. **Numéro de fichier :** POE 912

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; le statut de membre d'un groupe visé par l'équité en matière d'emploi; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. **Normes de**

conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

Numéro de fichier : POE 905

Garderie en milieu de travail

Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. Les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés.

Catégorie de personnes : Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. **But** : Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies.

Usages compatibles : Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. **Normes de conservation et de destruction** : La période de conservation des renseignements contenus dans ce fichier n'a pas encore été déterminée. **Numéro de fichier** : POE 930

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et

toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la Fonction publique. **Usages**

compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique. **Normes de conservation et de destruction** :

Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. **Numéro de fichier** : POE 910

Harcèlement

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail. Il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles** : Étayer les décisions portant sur les mutations et les mesures disciplinaires. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. **Numéro de fichier** : POE 919

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers

concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Numéro de fichier :** POE 906

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements utilisés lors des mesures disciplinaires prises dans les ministères et organismes fédéraux. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin de l'emploi. **Normes de conservation et de destruction :** En ce qui a trait à la correspondance connexe aux enquêtes, aux témoignages et aux opinions juridiques, les dossiers sont conservés pendant une période de cinq ans si l'employé a été trouvé coupable d'inconduite et seulement pour trois ans lorsque l'employé a été jugé non coupable. Quant aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a aucune convention, les dossiers sont conservés pendant une période de trois ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis à l'égard de l'employé concerné. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. **Numéro de fichier :** POE 911

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. **Usages compatibles :** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier. **Numéro de fichier :** POE 903

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. **Catégorie de personnes :** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. **But :** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **Numéro de fichier :** POE 920

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets

de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905). **Usages compatibles :** Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Numéro de fichier :** POE 918

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Numéro de fichier :** POE 904

Sécurité et santé au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé et Bien-être social Canada conserve, sous le

sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire n° 908.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. **Usages compatibles :** Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. **Normes de conservation et de destruction :** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Travail Canada et par Santé et Bien-être social Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. **Numéro de fichier :** POE 907

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement.

Usages compatibles : Émettre les permis de stationnement.

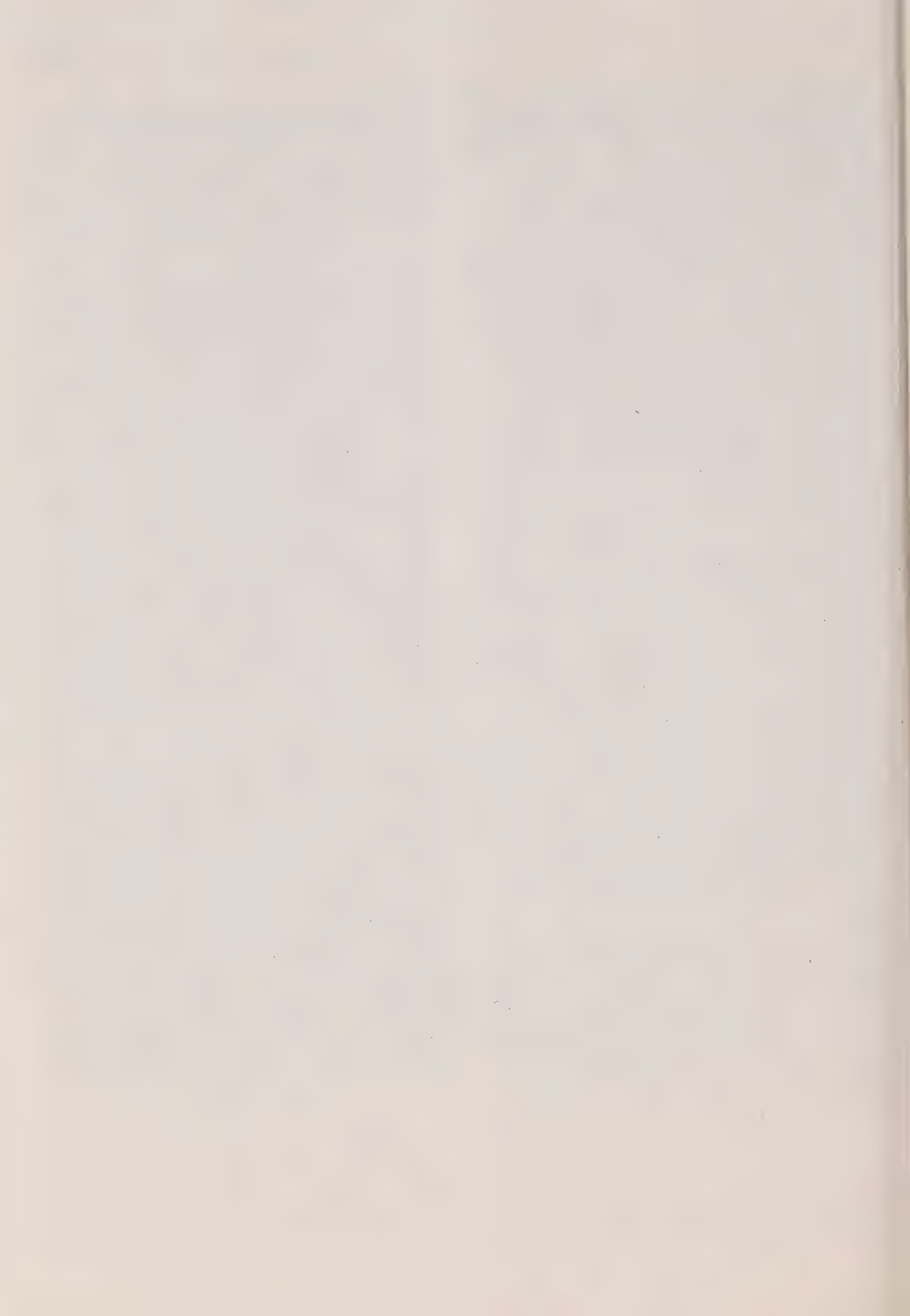
Normes de conservation et de destruction : Les dossiers sont détruits deux ans après l'expiration du permis. **Numéro de fichier :** POE 914

Vérification de la fiabilité

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les casiers judiciaires et, le cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. **Numéro de fichier :** POE 921

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles :** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Numéro de fichier :** POE 913



Administration de la voie maritime du Saint-Laurent

Chapitre 1

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000663 **Numéro de fichier :** VMS PPE 802

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de l'institution **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs jusqu'après l'étape d'arbitrage. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure jusqu'après l'étape d'arbitrage. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle un arbitre a rendu sa décision. **No. APC :** 85-001 **Enregistrement (SCT) :** 000651 **Numéro de fichier :** VMS PPE 803

Laissez-passer – pont

Description : Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom. **Catégorie de personnes :** Employés de l'Administration. **Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après l'annulation ou le non-

renouvellement. **Enregistrement (SCT) :** 000641 **Numéro de fichier :** VMS PPE 801

Précompte des cotisations syndicales

Description : Le fichier contient un rapport détaillé annuel relié aux retenues salariales comme cotisations syndicales. **Catégorie de personnes :** Employés syndiqués de l'institution. **But :** Le but est d'établir le montant de cotisation syndicale qui sera payé par chaque employé dont le syndicat est affilié à la "La Fraternité Canadienne des Cheminots, Employés des Transports et Autres Ouvriers" (FCCET et AO) pendant l'année qui suit toute augmentation générale des salaires. **Usages compatibles :** L'information est envoyée à la FCCET et AO dans le but énoncé ci-dessus. **Normes de conservation et de destruction :** Deux ans. **Enregistrement (SCT) :** 002829 **Numéro de fichier :** VMS PPE 805

Primes d'encouragement

Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. **Catégorie de personnes :** Employés de l'institution. **But :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. **Usages compatibles :** Voir la section "But" ci-dessus. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **Enregistrement (SCT) :** 002828 **Numéro de fichier :** VMS PPE 804

Rapports des assurances de la Confédération

Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. **Catégorie de personnes :** Employés de l'institution. **But :** La Confédération, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité **Usages compatibles :** Voir "But" ci-dessus. **Normes de conservation et de destruction :** Deux ans. **Enregistrement (SCT) :** 002830 **Numéro de fichier :** VMS PPE 806

Registres du Régime de Pension

Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. **Catégorie de**

personnes : Employés de l'institution. **But** : Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. **Usages compatibles** : Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. **Normes de conservation et de destruction** : Sept ans. **Enregistrement (SCT)** : 002831 **Numéro de fichier** : VMS PPE 807

Registres fiscaux

Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. **Catégorie de personnes** : Employés et retraités de l'institution. **But** : Le but est de se conformer aux exigences de Revenu Canada – Impôt. **Usages compatibles** : Afin d'établir le revenu et impôts de chaque individu. **Normes de conservation et de destruction** : Six ans. **Enregistrement (SCT)** : 002832 **Numéro de fichier** : VMS PPE 808

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Administration de pilotage de l'Atlantique Canada

Chapitre 2

Fichiers particuliers

Registre des pilotes

Le fichier a pour but de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment. **Numéro de fichier** : APA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Sécurité et santé au travail

Administration de pilotage des Grands Lacs Canada

Chapitre 3

Fichiers particuliers

Dossiers des employés

Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour

l'immeuble; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements et déménagements. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son adresse. **Enregistrement (SCT)** : 002998 **Numéro de fichier** : PGL PPE 805

Membres du conseil d'administration de l'APGL

Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les décrets au moyen desquels les membres ont été nommés au Conseil, la correspondance et les demandes de remboursement des frais de déplacement. **But :** L'information sert à remplir les demandes de remboursement des frais de déplacement et à la rémunération des membres. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant sept ans. **Enregistrement (SCT) :** 002999 **Numéro de fichier :** PGL PPE 810

Registre des pilotes

Ce fichier permet de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur

le pilotage. Il contient des informations sur les caractéristiques physiques, les permis, les certificats et les accidents et incidents des pilotes. Les dossiers sont conservés indéfiniment. **Numéro de fichier :** PGL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Administration de pilotage des Laurentides Canada

Chapitre 4

Fichiers particuliers

Registre des pilotes

Ce fichier a pour but de tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage. Il renferme des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment. **Numéro de fichier :** APL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Évaluation du rendement

Présences et congés

Rémunération et avantages

Administration de pilotage du Pacifique Canada

Chapitre 5

Fichiers particuliers

Dossier personnel d'un employé

Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'un pilote au sein de l'Administration. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin

d'assurer que les mesures prises en matière de personnel au sein de l'Administration soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'Administration exerce le contrôle sur le dossier personnel du pilote à son emploi. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives,

notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les fichiers ordinaires décrits à la prochaine rubrique. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et au ministère de la Santé nationale et du Bien-être social et au ministère des Approvisionnement et Services Canada (aux fins des

pensions). Les dossiers sont conservés par l'Administration un an après la fin de l'emploi, puis sont mis sur micro-fiche. Les dossiers personnels sont conservés de façon permanente par l'Administration.
Numéro de fichier : APP PPE 802

Registre de pilotes à l'emploi de l'Administration

Ce fichier, établi sous forme d'un manuel intitulé Pilot's Establishment Book (Dossier de l'effectif de l'Administration), renferme une liste alphabétique et une documentation sur les caractéristiques physiques, les permis, les certificats et les accidents des pilotes. Les personnes qui désirent consulter leur propre dossier doivent indiquer leur nom et leur numéro de pilote. Ces renseignements portent sur les pilotes employés par l'Administration et ont été obtenus aux termes de la Loi sur le pilotage. Le fichier contient des renseignements sur tous les pilotes à l'emploi de l'Administration, par exemple le nom et l'âge, le dossier médical, les caractéristiques physiques, les licences, les certificats, les qualifications ainsi qu'un historique des accidents et incidents. Les renseignements sont conservés indéfiniment. **Numéro de fichier :** APP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Rémunération et avantages

Administration du pipe-line du Nord Canada

Chapitre 6

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Présences et congés

Rémunération et avantages

Voyages et réinstallations

Ministère des Affaires étrangères et du Commerce international

Chapitre 7

Fichiers centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur

nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation. **Catégorie de personnes :** Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger. **But :** Ce fichier a pour but d'emmagasiner des renseignements portant sur les

principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI.

Normes de conservation et de destruction : Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits. **Enregistrement (SCT) :** 000350 **Numéro de fichier :** AEC PCE 701

Fichiers particuliers

En 1990, le Ministère a commencé à élaborer une base de données électronique complète de banques de renseignements personnels concernant ses employés permutants et non permutants. Le système, connu sous le nom d'INFONNEL (Information/Personnel), regroupera les banques de données existantes en un système tout en continuant d'appliquer à certaines données le principe de l'accès sélectif. La base de données intégrée est nécessaire pour une administration efficace, notamment du service permutant. Les banques touchées, dans la mesure où elles s'appliquent au personnel permutant, sont AEC PPE 802, AE PP 803, AEC PPE 804, AEC PPE 805, AEC PPE 806, AEC PPU 045, et les banques standards AEC PSE 901, PSE 902, PSE 903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; le nom «INFONNEL» suit le titre de chaque banque.

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. **Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Pour le groupe exécutif et les agents permutants, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits. **Enregistrement (SCT) :** 000364 **Numéro de fichier :** AEC PPE 804

Formation et perfectionnement

Description : Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes; le numéro d'assurance

sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé. **Catégorie de personnes :** Le fichier se rapporte aux employés de l'institution. **But :** Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles :** Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits. **Enregistrement (SCT) :** 002507 **Numéro de fichier :** AEC PPE 806

Gestion du personnel : employés recrutés sur place

Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation et les déplacements des employés recrutés sur place par les missions canadiennes à l'étranger. **Catégorie de personnes :** Employés recrutés sur place par les missions canadiennes à l'étranger.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes. **Normes de conservation et de destruction :** Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable. **Enregistrement (SCT) :** 000351 **Numéro de fichier :** AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des évaluations de langue seconde (ELS); les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également

des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 000358 **Numéro de fichier :** AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro d'assurance sociale ou un numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones, handicapés physiques et mentaux et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes au sein d'une institution fédérale et avec celle des groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour

lesquels les renseignements personnels ont été recueillis.

Usages compatibles : Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Enregistrement (SCT) :** 000370 **Numéro de fichier :** AEC PPE 805

Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet. **Catégorie de personnes :** Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger. **But :** Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien. **Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment. **Enregistrement (SCT) :** 000352 **Numéro de fichier :** AEC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identité et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcèlement

Accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés
Rémunération et avantages
Sécurité et santé au travail

Stationnement
Voyages et réinstallations

Affaires indiennes et du Nord Canada

Chapitre 8

Fichiers particuliers

Programme du réaménagement des effectifs

Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études; les antécédents professionnels; la formation et le perfectionnement; les endroits au Canada où l'employé est prêt à déménager; le consentement à accepter un poste de niveau inférieur; et l'adresse personnelle. Le numéro d'assurance sociale peut servir à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae. **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. **No. APC :** 85-001 **Renvoi au dossier # :** AIN DRH 921 **Enregistrement (SCT) :** 002541 **Numéro de fichier :** AIN PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Agence canadienne de développement international

Chapitre 9

Fichiers particuliers

Programme d'aide à l'emploi pour les conjoints

Description : Ce répertoire vise les conjoint(es) des employés de l'ACDI susceptibles d'être affectés outre-mer dans un pays en voie de développement. Ce fichier renferme des renseignements sur les études et l'expérience de ces personnes. Ce dossier mentionne également les projets de carrière. **Catégorie de**

personnes : Conjoint(es) des employés de l'ACDI offrant des profils très variés **But :** Ce répertoire permet de proposer aux organismes non-gouvernementaux oeuvrant dans les divers pays du tiers-monde, des personnes qualifiées dans divers domaines professionnels. L'information recueillie permettra de constituer et d'établir un répertoire informatique grâce auquel les candidat(es) pourront être plus facilement

identifié(es) lors des ouvertures dans les organismes.

Normes de conservation et de destruction : Ces renseignements sont classés au niveau "protégé" et seront enlevés au fur et à mesure que les employés quitteront l'ACDI. **Enregistrement (SCT) :** 003420
Numéro de fichier : IDA PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Agence de promotion économique du Canada atlantique

Chapitre 10

Fichiers particuliers

Évaluation et examen du rendement de l'employé

Description : Ce fichier contient des renseignements sur le rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. **Catégorie de personnes :** Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examens de rendement, des objectifs de travail, de formation et de perfectionnement. **But :** Les renseignements concernent tous les employés de l'APECA et ils servent à déterminer les taux annuels de rémunération et à produire des données statistiques. Le fichier sert aussi à déterminer les besoins en matière de formation et de perfectionnement. **Normes de conservation et de destruction :** Les dossiers de tous les employés doivent être conservés pendant une période de cinq ans. Après cette période, ils sont détruits. **Enregistrement (SCT) :** 003378 **Numéro de fichier :** ACA PPE 803

Formation et perfectionnement

Description : Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance sociale; les résultats d'examens et les certificats; un registre de paiement et de la correspondance reliée à la participation d'employés à des activités de formation, offertes par des organismes gouvernementaux ou non gouvernementaux; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison; l'information requise par l'organisme central aux fins de préparation de rapports, notamment les formules (coût de la formation et rapports sur les ressources humaines en formation) détaillant les ressources utilisées

(financières et humaines) en ce qui a trait à la formation; un registre sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement. Cet information inclut les curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; la liste des participants au programme CAP; la liste des participants au programme de congés d'études; la liste des participants aux programmes d'échange; la liste des participants aux congés de perfectionnement professionnel. Ce fichier concerne les employés de l'APECA et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par l'APECA. **Catégorie de personnes :** Ce fichier sert à l'administration de programmes sur la formation et le perfectionnement des employés de l'APECA et à la préparation des dossiers soumis à l'approbation du Comité des ressources humaines. **But :** Il sert également aux organismes centraux dans l'administration du système de données sur la formation et des programmes de perfectionnement. Ce fichier sert aussi à inscrire les employés à des cours; à tenir un registre des cours suivis; à faciliter le suivi concernant le paiement; à fournir au Conseil du Trésor toute l'information reliée aux activités de formation; à fournir au service de gestion toute l'information concernant la formation suivie par un employé et les activités du programme de formation. **Normes de conservation et de destruction :** Les dossier sont détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Enregistrement (SCT) :** 003381 **Numéro de fichier :** ACA PPE 802

Présences et congés

Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats médicaux qui justifient les absences.

Catégorie de personnes : Les renseignements touchent tous les employés de l'Agence et ils servent à l'administration des congés et des présences des employés. **But :** Le fichier sert aussi à la vérification des absences par rapport aux congés disponibles et à la vérification des salaires versés par rapport aux relevés de présence; à l'enregistrement des congés sur les formules de rapport annuel des congés; à l'évaluation de l'utilisation des congés et à déterminer le taux d'absentéisme. **Normes de conservation et de destruction :** Les fichiers sont détruits deux ans après la fin de l'année financière. **Enregistrement (SCT) :** 003380 **Numéro de fichier :** ACA PPE 801

Primes d'encouragement

Description : Ce fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des autres programmes de primes d'encouragement de l'APECA. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique. **Catégorie de personnes :** Ce fichier concerne les fonctionnaires qui ont été nommés pour des primes, dans le cadre du

Régime des primes d'encouragement ou des autres programmes de primes d'encouragement de L'Agence.

But : Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral ou des autres programmes de l'Agence. Les renseignements sont aussi utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds.

Normes de conservation et de destruction : Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 25 ans, puis détruits. **Enregistrement (SCT) :** 003379 **Numéro de fichier :** ACA PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Griefs

Langues officielles

Rémunération et avantages

Agence spatiale canadienne

Chapitre 11

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Agriculture Canada et Agro-alimentaire

Chapitre 12

Fichiers particuliers

Affectations interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tel leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. **Catégorie de personnes :** Employés du Ministère et de différents ministères présentement en affectation temporaire. **But :** Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. **Usages compatibles :** Les renseignements sont utilisés à titre d'information, pour des fins de statistiques et pour des fins de planification en ressources humaines. **Normes de conservation et de destruction :** L'information est conservée pour trois années après la fin de l'entente. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 927 **Enregistrement (SCT) :** 002699 **Numéro de fichier :** AGR PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agro-alimentaire en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. **Catégorie de personnes :** Les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agro-alimentaire en vertu d'une nomination, d'une affectation ou d'un contrat. **But :** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agro-alimentaire en vertu d'un nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque le ministère de l'Agriculture et Agro-alimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié

au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système d'information sécuritaire régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi. **Renvoi au dossier # :** AGR DGI 852 **Enregistrement (SCT) :** 002943 **Numéro de fichier :** AGR PPE 826

Comptabilité des dépenses (employés)

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. **Catégorie de personnes :** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. **But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DGI 914 **Enregistrement (SCT) :** 002285 **Numéro de fichier :** AGR PPE 817

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae (résumés) incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. **Catégorie de personnes :** Employés de l'Agriculture et Agro-alimentaire Canada et les autres ministères. **But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. **Usages compatibles :** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture du Canada. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 860 **Enregistrement (SCT) :** 002701 **Numéro de fichier :** AGR PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est

conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP); l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes** : Employés du Ministère. **But** : Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de

retraite. **Usages compatibles** : Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnement et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction** : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. APC** : 85-001 **Renvoi au dossier #** : AGR DRH 860 **Enregistrement (SCT)** : 000913 **Numéro de fichier** : AGR PPE 808

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les profils de sélection, les affiches de concours, les demandes de mutation, les listes des noms des bénéficiaires de priorité, les imprimés d'ordinateur relatifs aux répertoires, les demandes d'emploi des candidats, les listes de candidats, les évaluations des jurys de sélection, les appréciations de rendement des candidats, les résultats des examens des capacités linguistiques, les renseignements provenant des références, les notes d'évaluation provenant du comité de dotation en personnel, les documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis relatifs aux désignations sans compétition préalable, les avis relatifs au droit d'appel et les documents à cet égard, la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une variété de renseignements personnels qui portent notamment, sur

l'âge, le sexe, les niveaux des études, le code d'identification du dossier personnel (CIDP) et la citoyenneté. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire, d'autres ministères et agences, et candidats de l'extérieur. **But :** Les renseignements peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :**

Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans suivant l'établissement de la liste d'admissibilité utilisée pour combler un poste ou jusqu'à la vérification du processus de dotation, si celle-ci se fait après deux ans. Ensuite, les dossiers sont détruits. **No. APC :**

85-001 **Renvoi au dossier # :** AGR DRH 920

Enregistrement (SCT) : 000914 **Numéro de fichier :** AGR PPE 809

Enquêtes internes

Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégation relativement aux employés.

Catégorie de personnes : Employés actuels ou anciens de la Direction générale de la production et de l'inspection des aliments. **But :** Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements d'Agriculture et Agro-alimentaire Canada ou d'autres lois qui pourrait être nuisible au Ministère. **Usages compatibles :**

Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. **Normes de conservation et de destruction :** Les documents sont détruits cinq ans après que les dossiers sont fermés.

No. APC : 86-001 **Renvoi au dossier # :**

AGR DRH 860 **Enregistrement (SCT) :** 002094

Numéro de fichier : AGR PPE 811

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :**

Employés de l'institution. **But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :**

Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits

deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **No. APC :**

85-001 **Renvoi au dossier # :** AGR DRH 927

Enregistrement (SCT) : 000917 **Numéro de fichier :** AGR PPE 810

Groupe de la Direction – Documents du Personnel

Description : Ce fichier contient de l'information personnelle, telle que NAS, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. **Catégorie de personnes :** Membres du groupe de la direction à

Agriculture et Agro-alimentaire Canada. **But :** Pour aider dans la dotation des membres du groupe de la direction.

Usages compatibles : Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **No. APC :** 86-001 **Renvoi au dossier # :**

AGR DRH 860 **Enregistrement (SCT) :** 002698

Numéro de fichier : AGR PPE 819

Nominations ou détachement du personnel à l'OTAN

Description : Les données recueillies portent sur la classification, la scolarité, le lieu d'emploi, la langue, les renseignements d'ordre personnel, les antécédents, la cote de sécurité, et la formation des employés en question. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire détachés ou nommés à l'un des organismes de l'OTAN. **But :**

Enregistrer les renseignements relatifs à l'identité et aux antécédents des employés du ministère de l'Agriculture et Agro-alimentaire qui sont détachés ou nommés à l'un des organismes de l'Organisation du Traité de l'Atlantique Nord (OTAN). **Usages compatibles :** L'utilité principale de ce fichier est d'obtenir l'assentiment des autres membres de l'OTAN en ce qui concerne les nominations et les détachements et de préparer les documents de voyage et d'identification qui permettront aux fonctionnaires désignés d'assumer leurs fonctions auprès de l'organisme pertinent. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR MAP 385 **Enregistrement (SCT) :**

000912 **Numéro de fichier :** AGR PPE 804

Profil de gestion

Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil.

Catégorie de personnes : Tous les employés d'Agriculture et Agro-alimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction. **But :** Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphase sur les habilités spécifiques de formation et de perfectionnement. **Usages compatibles :** Même que pour 'But'. **Normes de conservation et de destruction :** Conservation minimum de 5 ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 860 **Enregistrement (SCT) :** 002946 **Numéro de fichier :** AGR PPE 820

Programme d'équité en matière d'emploi

Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe; s'ils sont autochtones ou non, s'ils souffrent d'un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. **Catégorie de personnes :** Employés du ministère **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. **Normes de conservation et de destruction :** Mise à jour effectuée sur une base trimestrielle. **No. APC :** 85-001 **Renvoi au dossier # :** AGR DRH 860 **Enregistrement (SCT) :** 003648 **Numéro de fichier :** AGR PPE 818

Programme de développement des petites exploitations

Description : Ce fichier comprend le nom et le numéro d'identité des employés; la date des visites et l'endroit; les sujets de consultation et le temps accordé, en pourcentage. **Catégorie de personnes :** Employés du Ministère. **But :** Fournir des renseignements sur l'emploi du temps des employés du Ministère détachés auprès des provinces, en fonction des divers sujets de consultation. **Usages compatibles :** Enregistrer le temps que les employés consacrent à conseiller les petits exploitants de fermes familiales sur le plan administratif. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans. **No. APC :** 72-003 **Enregistrement (SCT) :** 000909 **Numéro de fichier :** AGR PPE 801

Projets internationaux agricoles

Description : Ce fichier contient des renseignements sur les objectifs et les événements marquant des projets outre-mer exécutés par Agriculture et Agro-alimentaire Canada, ainsi que les noms des personnes qui y participent et les endroits où elles travaillent. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire engagées dans les projets de l'ACDI. **But :** Dresser un inventaire courant du personnel de la Direction des programmes internationaux engagé dans des projets. **Usages compatibles :** Répartir les ressources humaines et d'évaluer l'avancement des projets. **Normes de conservation et de destruction :** Les dossiers sont conservés pour toute la durée d'emploi, plus un an. **No. APC :** 86-001 **Renvoi au dossier # :** AGR SMI 492 **Enregistrement (SCT) :** 001857 **Numéro de fichier :** AGR PPE 806

Répertoire des compétences en recherche

Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche et données sur les retraites. **Catégorie de personnes :** Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle. **But :** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. **Usages compatibles :** Planifier la demande future en matière de personnel scientifique et professionnel. Il sert surtout à la planification statistique. **Normes de conservation et de destruction :** Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 921 **Enregistrement (SCT) :** 002700 **Numéro de fichier :** AGR PPE 803

Répertoire des ressources humaines

Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale du développement agricole du ministère de l'Agriculture et Agro-alimentaire. **Catégorie de personnes :** Employés de la Direction générale du développement agricole, ministère de l'Agriculture et

Agro-alimentaire. **But :** L'information a été recueillie pour la gestion du personnel et sert de banque de données pour le Système d'information de gestion de la Direction générale. **Usages compatibles :** Contrôler la participation de tous les employés de la Direction générale aux cours de formation, aux conférences et aux projets. Sert également à des fins de statistique dans l'exécution de programmes tels que l'action positive, la parité salariale et les langues officielles. L'information est présentée aux Chefs décisionnaires, leurs représentants, ainsi qu'au personnel de la Gestion du personnel. Aucune information n'est donnée à l'extérieur. **Normes de conservation et de destruction :** Les dossiers sont conservés tant que l'employé travaille à la Direction générale du développement agricole, plus deux ans. Ensuite les renseignements sont transférés aux Archives nationales du Canada. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 860, 921 **Enregistrement (SCT) :** 002095 **Numéro de fichier :** AGR PPE 812

Répertoire des ressources humaines pour affectations internationales – employés

Description : Ce fichier contient des renseignements personnels, études, expertise, expérience, emploi international, connaissances linguistiques, lesquels sont conservés sur dBase III et documents à l'appui. **Catégorie de personnes :** Employés d'Agriculture et Agro-alimentaire Canada. **But :** Établir et maintenir un inventaire des employés du ministère qui aimeraient avoir un emploi à l'extérieur du Canada avec les organisations bilatérales ou multilatérales y compris les projets de développement exécutés par Agriculture et Agro-alimentaire Canada. **Usages compatibles :** Faire des recherches en vue d'identifier des candidats parmi les employés du Ministère pour combler des postes vacants. Ces renseignements sont partagés avec les différentes directions, ministères et gouvernements au niveau international, avec le consentement des intervenants et du candidat. **Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans. **Renvoi au dossier # :** AGR SMI 492 **Enregistrement (SCT) :** 002702 **Numéro de fichier :** AGR PPE 823

Saisie-arrêt

Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. **Catégorie de personnes :** Employés du ministère de l'Agriculture et Agro-alimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. **But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. **Usages compatibles :** Sert également à approuver les retenues des salaires. **Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agro-alimentaire pendant deux ans, puis détruit. **No. APC :** 86-001 **Renvoi au dossier # :**

AGR DRH 925 **Enregistrement (SCT) :** 002048
Numéro de fichier : AGR PPE 807

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. **Catégorie de personnes :** Employés de l'institution. **But :** Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. **Usages compatibles :** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employés et de mettre à jour le système de l'administration de stationnement régulièrement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. **No. APC :** 85-001 **Renvoi au dossier # :** AGR DGI 913 **Enregistrement (SCT) :** 002283 **Numéro de fichier :** AGR PPE 816

Système d'information financière – AGRIFIN

Description : Information financière pour le Ministère. Cette information sera classifiée comme suit : responsabilité (interclassement); autorité (affectation); but (activité); projet; ligne d'exécution (nature). L'information personnelle (p.ex. adresses, numeros de telephone, age, sexe, status marital, pays d'origine, citoyennete etc.) est incluse dans AGRIFIN a l'exception du nom de l'employe. Pour les personnes qui recoivent des paiements imposables du Ministere, leur numero d'assurance sociale (NAS) est capture et retenu dans AGRIFIN. **Catégorie de personnes :** Employés qui ne font pas partie du Ministère. **But :** Le NAS est requis et insere sur les feuillets et les dossiers fiscaux que le Ministere doit remettre a Revenu Canada. **Usages compatibles :** Se référer a "L'objectif" de la banque. **Normes de conservation et de destruction :** L'information demeure dans Agrifin et est reportée d'année en année. Quand l'activite prend fin, l'information est rayee du système. **Renvoi au dossier # :** AGR DGI 852 **Enregistrement (SCT) :** 002945 **Numéro de fichier :** AGR PPE 805

Système d'information sur les ressources humaines

Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations

du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande. **Catégorie de personnes :** Tous les employés et les cadres supérieurs d'Agriculture et Agro- alimentaire Canada. **But :** Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'oeuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main-d'oeuvre, droits de la personne, équité en matière d'emploi). Les renseignements contenus dans le système d'information sur les ressources humaines sont partagés avec le système d'information sécuritaire et le système de l'administration de stationnement du Ministère afin de garder ces deux systèmes courant. Ceci est fait régulièrement. **Normes de conservation et de destruction :** Ces données informatisées sont mises à jour sur demande (hebdomadaire à partir d'un échange de données de ASC) ou encore en direct par certains gestionnaires. Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada. **No. APC :** 86-001 **Renvoi au dossier # :** AGR DRH 920, 923, 925, 927 **Enregistrement (SCT) :** 002284 **Numéro de fichier :** AGR PPE 814

Système de gestion de l'information de la Direction générale

Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). **Catégorie de personnes :** Employés de la Direction générale. **But :** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. **Usages compatibles :** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux

personnels impliqués à la gestion du personnel. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans. **Renvoi au dossier # :** AGR SMI 497 **Enregistrement (SCT) :** 002942 **Numéro de fichier :** AGR PPE 824

Système de placement par priorité

Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines. 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptable, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les questionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accepter un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a t'il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien. **Catégorie de personnes :** Employés qui sont des priorités. **But :** De parrainer les employés prioritaires pour d'autres possibilités d'emploi. **Usages compatibles :** Il n'y a pas d'usages compatibles. **Normes de conservation et de destruction :** L'information est détruit après 2 ans après la dernière utilisation administrative. **No. APC :** 78-001 **Renvoi au dossier # :** AGR DRH 920 **Enregistrement (SCT) :** 003320 **Numéro de fichier :** AGR PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employés autorisés à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se

rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. **Catégorie de personnes** : Employés du Ministère. **But** : La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles** : Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. **Normes de conservation et de destruction** : Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans. **Renvoi au dossier #** : AGR DSI 852 **Enregistrement (SCT)** : 003319 **Numéro de fichier** : AGR PPE 827

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. **Catégorie de personnes** : Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. **But** : Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. **Usages compatibles** : Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction** : Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **Renvoi au**

dossier # : AGR DRH 860 **Enregistrement (SCT)** : 002099 **Numéro de fichier** : AGR PPE 813

Voyages et réinstallations

Description : Ce fichier renferme des demandes autorisées pour les cartes de crédit du ministère et les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. **Catégorie de personnes** : Employés de l'institution. **But** : Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de crédit, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. **Usages compatibles** : Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de crédit. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation, sauf pour les cartes de crédit, qui sont retenues jusqu'à la date de leur expiration. **No. APC** : 85-001 **Renvoi au dossier #** : AGR DGI 852 **Enregistrement (SCT)** : 002282 **Numéro de fichier** : AGR PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages

Sécurité et santé au travail

Anciens Combattants Canada

Chapitre 13

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Archives nationales du Canada

Chapitre 14

Fichiers centraux

Anciens employés civils – dossiers de la Commission de la Fonction publique

Description : Ce fichier contient les dossiers créés par la Commission de la Fonction publique pour consigner et fournir de l'information en vue de dotation au moyen d'un répertoire. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi.

Catégorie de personnes : Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à vérifier l'information fournie dans les procédures d'identification et d'évaluation liées au répertoire de dotation, de la planification des ressources humaines et de la gestion du personnel en général. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000555

Numéro de fichier : APC PCE 703

Anciens employés civils – dossiers individuels sur le personnel

Description : Ce fichier contient des informations personnelles semblables ou pareilles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs

prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de personnes :** Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à vérifier des décisions concernant les employés, à déterminer s'ils ont encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient ré-engagés. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No.**

APC : 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000554 **Numéro de fichier :** APC PCE 702

Anciens employés civils – dossiers médicaux Santé et Bien-être social

Description : Ce fichier contient les dossiers créés par le Ministère de la Santé nationale et du Bien-être social afin de consigner les examens médicaux. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. **Catégorie de personnes :** Anciens employés civils du gouvernement fédéral. **But :** Ce fichier sert à des fins sanitaires et statistiques portant sur des questions telles que le placement, la retraite, les congés de maladie, etc., et pour d'autres fins telles que requis par la Loi sur la pension de la Fonction publique, etc. **Normes de**

conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000557 **Numéro de fichier** : APC PCE 705

Anciens employés civils – dossiers sur les pensions de retraite ASC

Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnements et Services afin de consigner toutes les transactions s'appliquant à la pension en vertu de la Loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi.

Catégorie de personnes : Anciens employés civils du gouvernement fédéral. **But** : Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations dues pour les années de service antérieur et à calculer la pension payable. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000556 **Numéro de fichier** : APC PCE 704

Système automatisé d'index PERSFILE

Description : Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers du Centre des documents du personnel. L'index automatisé contient en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, sexe, numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire). **Catégorie de personnes** : Anciens employés, militaires et civils du gouvernement fédéral. **But** : Ce fichier a pour but d'identifier et de recouvrer les dossiers conservés au Centre des documents du personnel qui concernent les anciens employés du gouvernement. **Normes de conservation et de destruction** : Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfiches sont créés semi-annuellement et conservés pendant cinq ans pour contrôle de la qualité. **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000553 **Numéro de fichier** : APC PCE 701

Fichiers particuliers

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes – ordres quotidiens partie II

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au

complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes** : Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966. **But** : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000561 **Numéro de fichier** : APC PCE 809

Aviation royale du Canada (ARC) – ordres quotidiens de service courant

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes** : Le personnel de l'Aviation royale du Canada (RCAF) de 1924 à 1969. **But** : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000560 **Numéro de fichier** : APC PCE 808

Banque de données du personnel militaire – Première Guerre mondiale

Description : Ce fichier contient des renseignements personnels et médico-dentaires qui peuvent inclure les certificats d'enrôlement, des renseignements sur les promotions et affectations, des fiches médicales, des cessations de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes** : Le personnel militaire qui a servi avec les Forces canadiennes durant la Première Guerre mondiale. **But** : Ce fichier sert à authentifier les données du service afin d'étayer les décisions relatives au droit à la pension et autres bénéfices et pour fournir au requérant une attestation de service. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait

atteint l'âge de 90 ans, et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000566
Numéro de fichier : APC PCE 814

Banque de données sur le personnel militaire des unités – Seconde Guerre mondiale, Contingent spécial, Force de réserve et Force régulière

Description : Ce fichier contient les certificats d'enrôlement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à authentifier les données sur les états de service afin d'étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter des décisions d'ordre médical, traiter les réclamations relatives à la pension et fournir au requérant une attestation du service. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000568 **Numéro de fichier :** APC PCE 816

Banque de données sur les pensions – Force régulière

Description : Ce fichier contient des informations sur le versement à un régime de pension de retraite et sur les bénéfices de ce régime. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes :** Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite. **But :** Ce fichier sert à supporter les décisions relatives au droit à la pension. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives

nationales à des fins archivistiques et le reste sera détruit. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000571
Numéro de fichier : APC PCE 819

Corps expéditionnaire canadien – ordres de service courant – Première Guerre mondiale

Description : Ce fichier contient des informations personnelles limitées qui pourraient inclure, outre le nom au complet et le numéro matricule, le compte rendu des transactions quotidiennes sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, leur date de naissance, le nom de l'unité et la durée du service. **Catégorie de personnes :** Le personnel du Corps expéditionnaire canadien (CEC) de 1914 à 1919. **But :** Ce fichier sert à authentifier les données du service en fonction des revendications possibles qui pourraient survenir relativement à la solde et autres avantages, et pour vérifier les demandes portant sur les héritages et les testaments. **Normes de conservation et de destruction :** Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000558
Numéro de fichier : APC PCE 806

Dossiers de services auxiliaires – Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels limités et des détails sur les états de service tels que données d'emploi, durée et genre du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, le nom de l'unité et, pour les pompiers seulement, leur numéro matricule. **Catégorie de personnes :** Le personnel qui a fait partie des troupes auxiliaires pendant la Seconde Guerre mondiale, notamment les pompiers, les membres de la Croix-Rouge, les opérateurs spéciaux, les correspondants de guerre et les détachements d'aide bénévole. **But :** Ce fichier sert à vérifier la durée du service et à déterminer l'admissibilité à une pension de retraite. **Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC :** 85-012 **Renvoi au dossier # :** APC CDP 170 **Enregistrement (SCT) :** 000562
Numéro de fichier : APC PCE 810

Dossiers dentaires – Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des forces armées canadiennes

Description : Ce fichier contient des fiches dentaires, des commentaires, des avis, des informations sur des examens et des tests dentaires spéciaux, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro de matricule et la

durée du service. **Catégorie de personnes** : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial qui a participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et ceux de la Force de réserve classe C. **But** : Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, et à traiter les réclamations relatives à la pension. Ces renseignements peuvent aussi être utilisés à des fins d'identification médico-légale. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales du Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 001943 **Numéro de fichier** : APC PCE 821

Dossiers médicaux – Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, des rapports médicaux journaliers, des observations et diagnostiques, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes** : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve le personnel des troupes régulières et celui de la Force de réserve classe C. **But** : Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces

dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000569 **Numéro de fichier** : APC PCE 817

Dossiers personnels sur microfiches – troupes régulières et Forces de réserve (Classe C)

Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes** : Certains membres des troupes régulières et des réservistes classe C. **But** : Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000570 **Numéro de fichier** : APC PCE 818

État de solde des membres de la Force de réserve de l'Armée (1920-1949)

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom de l'individu, le numéro matricule, l'admissibilité à la solde et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes** : Le personnel de la Réserve de l'Armée canadienne. **But** : Ce fichier sert à vérifier l'état de solde, régler les réclamations de pension de retraite avec le ministère des Approvisionnements et Services et peut-être aussi à racheter les années de service. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000559 **Numéro de fichier** : APC PCE 807

Évaluations du rendement – Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières

Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. **Catégorie de personnes** : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies

en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et celui de la Force de réserve classe C. **But** : Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démissions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000572 **Numéro de fichier** : APC PCE 820

Feuilles de solde de la Réserve de l'Armée canadienne

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. **Catégorie de personnes** : Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948. **But** : Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000567 **Numéro de fichier** : APC PCE 815

Forces armées de Terre-Neuve – Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquels ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule. **Catégorie de personnes** : Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946. **But** : Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette

période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000565 **Numéro de fichier** : APC PCE 813

Marine royale canadienne (MRC) – dossiers sur la solde – Seconde Guerre mondiale

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi. **Catégorie de personnes** : Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale. **But** : Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard. **Normes de conservation et de destruction** : Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000564 **Numéro de fichier** : APC PCE 812

Recrues inscrites au programme d'entraînement de 30 jours – Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service, la catégorie médicale, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et leur date de naissance. **Catégorie de personnes** : Les recrues qui ont reçu un entraînement spécial de 30 jours sous la Loi de mobilisation des ressources nationales de 1940. **But** : Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux et à fournir à l'individu une attestation de service. **Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. **No. APC** : 85-012 **Renvoi au dossier #** : APC CDP 170 **Enregistrement (SCT)** : 000563 **Numéro de fichier** : APC PCE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Banque du Canada

Chapitre 15

Fichiers particuliers

Accidents de travail

Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subséquemment; et fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail.

Normes de conservation et de destruction : Les dossiers se rapportant aux premiers soins sont conservés pendant une période de deux ans; les dossiers relatifs aux maladies ou aux lésions de travail, ou aux accidents de travail, sont conservés pendant 10 ans. **Enregistrement (SCT) :** 002217 **Numéro de fichier :** BDC PPE 831

Cartes d'accès

Description : ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les cotes de sécurité, le statut professionnel et le numéro d'assurance sociale nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins

d'identification des personnes autorisées à se trouver dans les immeubles de la Banque. **Catégorie de personnes :** les employés de la Banque du Canada, les entrepreneurs et les locataires. **But :** ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en voie d'être remplacée par celle d'un code d'identification unique. **Usages compatibles :** ce fichier sert à l'émission et au contrôle des cartes d'accès. **Normes de conservation et de destruction :** ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits. **Enregistrement (SCT) :** 003289 **Numéro de fichier :** BDC PPE 818

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'assurance sociale; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démissions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la

principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé.

Usages compatibles : Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

Enregistrement (SCT) : 002210 **Numéro de fichier :** BDC PPE 810

Dotation

Description : Ce fichier contient les affiches de concours ; celles-ci décrivent les postes à combler, les échelles de salaire et les profils de sélection. Il contient les demandes de mutation, les imprimés relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les notes d'entrevue et les résultats de tests, les offres d'emploi, les avis destinés aux candidats, la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur les niveaux d'étude et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ces données servent à sélectionner des candidats et à pourvoir des postes.

Normes de conservation et de destruction : Les demandes de dotation sont conservées pendant une période de trois ans après l'année durant laquelle elles ont été reçues, puis détruites. **Enregistrement (SCT) :** 002013 **Numéro de fichier :** BDC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : sexe de l'employé; langue choisie pour la formation; demande pour suivre des cours et évaluations; numéro d'assurance sociale; résultats des examens et certificats; dossiers concernant le paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement influençant le rendement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé.

Usages compatibles : Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont

détruits. **Enregistrement (SCT) :** 002213 **Numéro de fichier :** BDC PPE 825

Formation et perfectionnement – Programme de perfectionnement par affectations (P.P.A.)

Description : ce fichier contient les curriculum vitae et les profils des employés, les sommaires des exercices de planification de carrière, les renseignements fournis durant les entrevues, les résultats de présentations, les précisions sur l'affectation au P.P.A., les formules de demande d'affectation, les ententes concernant l'affectation, les formules d'évaluation du rendement d'un participant au P.P.A. et la correspondance générale.

Catégorie de personnes : les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque. **But :** ce fichier sert à tenir à jour une banque de données sur les employés sélectionnés pour des affectations à la Banque et à appuyer l'administration du programme.

Usages compatibles : les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière. **Normes de conservation et de destruction :** les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans. **Enregistrement (SCT) :** 003424 **Numéro de fichier :** BDC PPE 827

Formation et perfectionnement – Projet-pilote : enquête sur les besoins de formation

Description : Le fichier renferme des renseignements sur divers employés et des données sommaires sur l'ensemble des familles d'emplois touchées par la formation et le perfectionnement. Les données personnelles comprennent le nom, le niveau de poste, la langue première et le sexe de l'employé. Elles comprennent aussi son niveau de compétence (à la date de l'enquête) tel qu'il s'insère dans la grille de compétence et de classification définie pour la famille d'emplois à laquelle appartient l'employé, ainsi que les priorités de l'employé, convenues avec le superviseur, au chapitre de la formation pour les douze prochains mois. **Catégorie de personnes :** Les employés appartenant à certaines familles d'emplois, qui ont participé à l'enquête et rempli le formulaire intitulé : *Projet Pilote Profil initial de connaissances et d'habiletés / Identification des besoins prioritaires de formation*. **But :** L'objet de ce fichier est double : il sert, d'une part, à repérer les niveaux de compétence, les besoins de formation et les priorités des employés et, d'autre part, à aider le Service de la formation et du perfectionnement à élaborer des programmes de formation qui soient conformes aux besoins des employés ayant participé à l'enquête. **Usages compatibles :** Les données recueillies serviront strictement à la détermination des besoins de formation dans le cadre du projet-pilote. **Normes de conservation et de destruction :** Les

données recueillies sur le formulaire intitulé : *Projet Pilote Profil initial de connaissances et d'habiletés / Identification des besoins prioritaires de formation* sont conservées sur disque dur pour une période de deux ans. Un fichier d'analyse et de statistiques contenant des renseignements personnels et des données globales sera accessible à l'aide d'un micro-ordinateur personnel pendant une période de deux ans. **Note :** cette enquête est la première menée auprès d'employés relativement à quelques familles d'emplois, dans le cadre d'un projet-pilote visant l'amélioration de la méthode d'identification des besoins de formation et la prestation de cours de formation et de perfectionnement aux employés de la Banque du Canada. **Enregistrement (SCT) :** 003425 **Numéro de fichier :** BDC PPE 828

Griefs

Description : Ce fichier contient les griefs présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. **Enregistrement (SCT) :** 002218 **Numéro de fichier :** BDC PPE 835

Harcèlement

Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail. **Usages compatibles :** Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure

administrative prise relativement à un cas donné, puis détruits. **Enregistrement (SCT) :** 002237 **Numéro de fichier :** BDC PPE 837

Langues officielles

Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'assurance sociale; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. **Catégorie de personnes :** Employés de la Banque du Canada.

But : Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits.

Enregistrement (SCT) : 002214 **Numéro de fichier :** BDC PPE 826

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. **Usages compatibles :** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. **Enregistrement (SCT) :** 002219 **Numéro de fichier :** BDC PPE 836

Présences et congés

Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'assurance sociale, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Bien que le numéro d'assurance sociale (NAS) est inscrit sur les relevés d'absence, afin de permettre la

vérification de l'identité des individus, il n'est cependant pas nécessaire de l'inscrire pour chaque type de données. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences). **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans, puis détruits.

Enregistrement (SCT) : 002211 **Numéro de fichier :** BDC PPE 821

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements qui servent au programme d'équité en matière d'emploi de la Banque, notamment ceux indiqués dans les formules d'auto-identification des employés des quatre groupes désignés dans la Loi sur l'équité en matière d'emploi, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Les données sont conservées sur micro-ordinateur. **Catégorie de personnes :** Employés réguliers à plein temps; employés réguliers à temps partiel; employés temporaires de la Banque du Canada. **But :** Les renseignements individuels ne seront utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est-à-dire pour la conception et la mise en oeuvre des programmes ainsi que pour la préparation des rapports sommaires sur l'équité en matière d'emploi qui doivent être envoyés chaque année au ministre de l'Emploi et de l'Immigration. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Usages compatibles :** Ces données seront utilisées pour déterminer dans quelle mesure chacun des quatre groupes désignés jouit d'une représentation équitable dans chaque catégorie d'emploi et à tous les niveaux de responsabilité. Le numéro d'assurance sociale peut servir à relier les renseignements de ce fichier à ceux d'un autre fichier en vue d'établir des données statistiques sur les employés. **Normes de conservation et de destruction :** Les renseignements recueillis pour les besoins du programme d'équité en matière d'emploi, qui servent à la préparation du rapport annuel adressé au ministre de l'Emploi et de l'Immigration sont conservés pendant une période de trois ans après la parution du rapport, puis détruits. Les questionnaires sur l'équité en matière d'emploi sont

conservés pendant deux ans après le départ de l'employé, puis détruits. Les questionnaires d'employés en poste sont détruits dès réception de questionnaires plus récents. **Enregistrement (SCT) :** 001942 **Numéro de fichier :** BDC PPE 817

Réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. **Usages compatibles :** Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. **Enregistrement (SCT) :** 000074 **Numéro de fichier :** BDC PPE 840

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, de la Loi de 1971 sur l'assurance-chômage et le Règlement afférent, du Règlement du Canada sur les normes du travail, du Règlement sur le Régime de pensions du Canada et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent. **Usages compatibles :** Ce fichier sert principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et pour s'assurer que l'administration de la paye et des avantages est uniforme. Il faut absolument inscrire le NAS dans ce fichier; toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des circonstances spéciales se présentent. Le fichier sert aussi à la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à

permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pension, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation, à des fins administratives, des renseignements en question. **Enregistrement (SCT) :** 002212 **Numéro de fichier :** BDC PPE 820

Services de santé aux employés

Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers. Des exemplaires des rapports relatifs à l'indemnisation des accidents de travail sont aussi versés à ce fichier. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers médicaux des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 20 années qui suivent le départ de l'employé; certains dossiers relatifs à des substances désignées sont conservés 20 ans de plus. **Enregistrement (SCT) :** 002215 **Numéro de fichier :** BDC PPE 830

Stationnement

Description : Ce fichier renferme les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur sur des propriétés publiques. Le fichier concernant la rémunération et les avantages renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour fonction d'emmagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Ce fichier sert à tenir un dossier des permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits. **Enregistrement (SCT) :** 002236 **Numéro de fichier :** BDC PPE 842

Tiers Saisis

Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'aide à

l'exécution des ordonnances et des ententes familiales et le règlement afférent. L'utilisation non autorisée du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé.

Usages compatibles : Veiller à l'exécution des ordonnances de saisie de salaire. **Normes de conservation et de destruction :** Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. **Enregistrement (SCT) :** 000076 **Numéro de fichier :** BDC PPE 822

Vérifications de fiabilité et autorisations de sécurité

Description : Ce fichier renferme les numéros d'assurance sociale, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, des rapports de vérification de solvabilité et des exemplaires remplis de la formule Consentement de divulgation de renseignements personnels. En outre, on y trouve des exemplaires remplis des questionnaires – Cote de sécurité du personnel et Évaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectuées par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules exigées par le gouvernement canadien aux fins des autorisations de sécurité, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé et la correspondance concernant la cote de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque pour y fournir un service quelconque. **But :** Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de

sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité. L'utilisation du numéro d'assurance sociale dans cette banque de données personnelles est en train d'être discontinuée progressivement. Ce dernier sera remplacé par un numéro d'identification unique attribué à l'employé.

Usages compatibles : Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce.

Enregistrement (SCT) : 002216 **Numéro de fichier :** BDC PPE 816

Voyages

Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé.

Catégorie de personnes : Employés de la Banque du Canada. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés. **Usages compatibles :** Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits. **Enregistrement (SCT) :** 000075 **Numéro de fichier :** BDC PPE 841

Banque fédérale de développement

Chapitre 16

Fichiers particuliers

Sondage sur l'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur le sexe, la race, l'origine ethnique, et les handicaps physiques ou intellectuels des employés du gouvernement fédéral basés sur l'auto-identification. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés. **Catégorie de**

personnes : Employés permanents à temps plein; employés permanents à temps partiel; employés temporaires. **But :** Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports au Conseil du Trésor sur l'analyse des effectifs. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles). **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre du

Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. Toutefois ces documents seront conservés au moins durant les trois années qui suivent celle à l'égard de laquelle un rapport est fait.

Enregistrement (SCT) : 001829 **Numéro de fichier** : BFD PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Bibliothèque nationale du Canada

Chapitre 17

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Les fichiers concernant les employés de la Bibliothèque nationale sont les mêmes que ceux des Archives nationales du Canada (Chapitre 14).

Bureau de l'Administrateur de l'Office du transport du grain

Chapitre 18

Fichiers particuliers

Programme d'équité en matière d'emploi – Auto-identification au groupe cible

Description : Ce fichier, tenu par le personnel du Programme d'équité en matière d'emploi, contient des données recueillies au moyen d'une enquête volontaire d'auto-identification menée auprès des employés de l'Office. On demande aux employés de fournir des renseignements personnels tels que leur nom, leur numéro d'assurance sociale et à quel groupe cible ils appartiennent. Les renseignements sont mis à jour au moyen d'un questionnaire joint à la lettre d'offre d'emploi adressée aux nouveaux employés. L'inscription du numéro d'assurance sociale n'est pas obligatoire.

Catégorie de personnes : Employés de l'Office du transport du grain. **But** : Ce fichier sert à l'analyse des

statistiques du Programme d'équité en matière d'emploi pour le groupe cible de l'Office. Cette analyse reflète la situation des employés de l'Office et facilite la prestation équitable de services à tous les groupes cibles. **Normes de conservation et de destruction** : Les dossiers des employés sont conservés jusqu'au moment de leur départ de l'Office. **Renvoi au dossier #** : OTG FEA 060 **Enregistrement (SCT)** : 002263 **Numéro de fichier** : OTG PPE 802

Système de gestion du personnel

Description : L'Office maintient un système de gestion du personnel qui renseigne sur les emplois et les employés et qui comprend les congés, les présences, la rémunération, les avantages sociaux, les langues officielles, la formation et l'utilisation des ressources. Les opérations du système de rémunération sont effectuées

manuellement. **Catégorie de personnes** : Employés de l'Office du transport du grain. **But** : Ces renseignements sont utilisés par les gestionnaires et permet à l'Office de fournir les données exigées par les organismes centraux.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de deux ans.

Renvoi au dossier # : OTG FEA 060 **Enregistrement (SCT)** : 002262 **Numéro de fichier** : OTG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité

Chapitre 19

Les renseignements sur les employés du Bureau de l'Inspecteur général du Service canadien du

renseignement de sécurité sont détenus par le ministère du Solliciteur général du Canada (Chapitre 102).

Bureau de la sécurité des transports Canada

Chapitre 20

Fichiers particuliers

Profils des employés

Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification; il contient également des données personnelles comme le niveau de scolarité, ses accréditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST.

Catégorie de personnes : Les personnes employées pour une période indéterminée et les nouveaux employés. **But** : Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés. **Enregistrement (SCT)** : 002982 **Numéro de fichier** : BST PPE 805

Trophée Gerry-Saull

Description : Ce fichier contient de l'information sur les employés du BST dont le nom a été retenu en vue de l'attribution du trophée d'excellence ou de contribution exceptionnelle pour la promotion de la sécurité aérienne.

Catégorie de personnes : Les employés du BST. **But** : Connaître le nom des employés mis en nomination pour le trophée. **Usages compatibles** : L'information contenue dans ce fichier permet de créer des précédents. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant six années, après quoi ils sont confiés aux Archives nationales. **Enregistrement (SCT)** : 002983 **Numéro de fichier** : BST PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Bureau du Conseil privé

Chapitre 21

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret

Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, et du personnel des agences de placement employés au sein du Cabinet du premier ministre, du Cabinet du vice-premier ministre, du Bureau du Conseil privé, du Bureau des relations fédérales-provinciales, de divers groupes de travail et commissions royales d'enquête, du Cabinet du président du Conseil privé de la Reine pour le Canada, du Cabinet du leader du gouvernement au Sénat, du Secrétariat des conférences intergouvernementales canadiennes, de la résidence de son Excellence le gouverneur général, de la Commission canadienne des droits de la personne, du Comité de surveillance des activités de renseignement de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation, sur le plan de la sécurité, de certaines personnes nommées par décret ou susceptibles de l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires (le cas échéant), des fiches de participation à une séance d'information sur la sécurité un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité. La cote de sécurité peut être inscrite dans les dossiers officiels du personnel. Le fichier renferme des dossiers sur les titulaires de postes, ou les candidats à de tels postes, ainsi que sur certaines personnes nommées par décret, ou susceptibles de l'être, au sein des institutions ou des organismes susmentionnés. **But :** Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé et de fournir des évaluations, sur le plan de la sécurité, sur certaines personnes nommées par décret ou susceptibles de l'être. Ce fichier contient des renseignements utiles aux décisions de mutation, de promotion ou de nomination

et à l'émission de cartes d'identité et de laissez-passer. Les dossiers concernant la délivrance de cartes d'identité sont conservés six mois après l'expiration de celles-ci. Les dossiers sur les enquêtes relatives à l'habilitation au secret ou à l'évaluation des intéressés sur le plan de la sécurité sont conservés au moins deux ans après la cessation d'emploi et sont détruits après cinq ans. **No. APC :** 86-001 **Enregistrement (SCT) :** 002546 **Numéro de fichier :** BCP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau du Directeur général des élections

Chapitre 22

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Bureau du surintendant des institutions financières Canada

Chapitre 23

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau du Vérificateur général du Canada

Chapitre 24

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Bureau. **But :** Ce fichier contient des renseignements concernant des situations

de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles** : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC** : 85-001 **Enregistrement (SCT)** : 001605 **Numéro de fichier** : BVG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau fédéral de développement régional (Québec)

Chapitre 25

Fichiers particuliers

Affectation interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tels leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. **Catégorie de personnes** : Employés du BFDR(Q) et de différents ministères présentement en affectation temporaire. **But** : Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. **Normes de conservation et de destruction** : L'information est conservée pendant trois ans après la fin de l'entente. **Enregistrement (SCT)** : 003223 **Numéro de fichier** : FDQ PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés du BFDR(Q) ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. **Catégorie de personnes** : Employés du BFDR(Q) et des autres ministères. **But** : Le fichier central fournit une banque d'information qui sert à doter des postes dans un institution gouvernementale. **Normes de conservation et de destruction** : Les documents sont

conservés pendant deux ans et sont ensuite détruits. **Enregistrement (SCT)** : 003224 **Numéro de fichier** : FDQ PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Codes régissant les conflits d'intérêts et l'après-mandat

Dossier personnel de l'employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Canada-Nouvelle-Écosse, Office des hydrocarbures extracôtiers

Chapitre 26

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes d'emploi, leurs relevés de présence, d'absence et d'heures supplémentaires, les cours de formation et de perfectionnement qu'elles ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés

sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en en faisant la demande au gestionnaire, Administration, Retombées industrielles et Affaires juridiques. **Catégorie de personnes :** Employés actuels et anciens de l'Office. **But :** Fournir un dossier sur l'emploi des membres actuels et des anciens membres du personnel au sein de l'Office. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. **Normes de conservation et de destruction :** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque les intéressés atteignent 70 ans, ou deux ans après leur mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant les dossiers en question. **Enregistrement (SCT) :** 003314 **Numéro de fichier :** NEH PPE 805

Canada-Terre-Neuve, Office des hydrocarbures extracôtiers

Chapitre 27

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier relève de la Section des ressources humaines. Il contient les dossiers sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum vitae, des renseignements sur les cours de formation et de perfectionnement suivis, sur les demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite, ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des

anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en faisant la demande à la Section des ressources humaines. **Catégorie de personnes :** Employés de l'Office. **But :** Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-Terre-Neuve des hydrocarbures extracôtiers pour chaque membre du personnel. **Normes de conservation et de destruction :** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque l'intéressé atteint 70 ans, ou deux ans après sa mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant le dossier en question. **Enregistrement (SCT) :** 002309 **Numéro de fichier :** CTN PPE 801

Centre canadien d'hygiène et de sécurité au travail

Chapitre 28

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs possessions. **Catégorie de personnes :** Employés du Centre. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-002 **Enregistrement (SCT) :** 000992 **Numéro de fichier :** HST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Centre canadien de gestion

Chapitre 29

Fichiers centraux

Base de données des individus

Description : Ce fichier peut contenir des renseignements de base sur les participants aux activités d'apprentissage du Centre canadien de gestion, sur les clients actuels et potentiels, sur les ressources internes et externes utilisées par le Centre et sur toute personne avec qui le Centre est en relation. **Catégorie de personnes :** Individus, principalement membres de la catégorie de gestion de la Fonction publique canadienne qui sont en relation d'une façon ou d'une autre avec le Centre canadien de gestion. **But :** Ce fichier existe en vue d'établir et de tenir des dossiers sur la clientèle actuelle et potentielle du Centre afin de faciliter l'inscription de ces individus aux activités du Centre, de fournir l'information permettant d'établir le profil de cette clientèle pour mieux cibler l'élaboration et la livraison des produits offerts par le Centre. Ce fichier permet également d'établir et de tenir des listes de distribution telle que la liste des contacts ministériels de formation à

qui la publicité est envoyée en vrac. **Usages**

compatibles : Le fichier sert à fournir les renseignements nécessaires pour identifier les clients et les ressources potentielles pour les activités offertes par le Centre. **Normes de conservation et de destruction :** Les dossiers sont conservés aussi longtemps que les données sont valides. **Enregistrement (SCT) :** 003329 **Numéro de fichier :** CCG PCD 701

Système d'identification des contacts ministériels

Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage.

Catégorie de personnes : Contacts financiers et coordonnateurs ministériels de formation. **But :** Ce fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et coordonnateurs ministériels de formation afin de leur acheminer les informations relatives à la participation des employés de leurs

ministères aux activités offertes par le Centre ainsi que pour produire les données de facturation. **Usages**

compatibles : Le fichier sert à fournir les renseignements nécessaires pour communiquer par courrier, par téléphone ou par télécopieur avec les contacts financiers et coordonnateurs ministériels de formation. **Normes de conservation et de destruction** : Les dossiers sont conservés aussi longtemps que les données sont valides.

Enregistrement (SCT) : 003327 **Numéro de fichier** : CCG PCD 703

Système d'information sur les inscriptions

Description : Ce fichier peut contenir des renseignements de base sur les participants et des données administratives sur les activités d'apprentissage du Centre canadien de gestion. **Catégorie de personnes** :

Individus, principalement membres de la catégorie de gestion de la Fonction publique canadienne qui ont suivi ou sont inscrits à des activités d'apprentissage au Centre canadien de gestion. **But** :

Ce fichier existe en vue d'établir et de tenir des dossiers sur les activités offertes par le Centre et sur les individus qui participent à ces activités de formation, de développement et de perfectionnement. **Usages**

compatibles : Le fichier sert à fournir les renseignements nécessaires pour livrer les activités d'apprentissage offertes par le Centre. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 2 ans après la fin de l'activité d'apprentissage, puis sont ensuite envoyés au Service de documentation qui tient la responsabilité pour la conservation et la destruction des records.

Enregistrement (SCT) : 003328 **Numéro de fichier** : CCG PCD 702

Fichiers particuliers

Base de données "EXPERTS"

Description : Cette base de données est conçue en vue de rendre facile l'accès aux renseignements sur les domaines de compétence des membres du CCG.

Catégorie de personnes : Tout le personnel au CCG.

But : La base de données peut être utilisée pour identifier les domaines de compétence et les relier au nom des membres du personnel du CCG; et pour fournir une série de mots-clés normalisés pour les domaines de connaissance et de compétence. **Usages compatibles** : Le fichier aide à l'établissement de réseaux d'apprentissage et d'équipes chargées de projets; et contribue à l'atteinte de l'objectif qui consiste à promouvoir le CCG en tant qu'organisme d'apprentissage. **Normes de conservation et de destruction** : La base de données est mise à jour annuellement et les informations concernant une personne en particulier sont détruites lorsque celle-ci quitte le Centre. **Enregistrement (SCT)** : 003323 **Numéro de fichier** : CCG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Programme d'équité en matière d'emploi

Rémunération et avantages

Centre de recherches pour le développement international

Chapitre 30

Fichiers particuliers

Dossiers du personnel

Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduité, classification, rémunération, pensions de retraite, assurance, avantages sociaux, transferts et affectations, résultats de tests d'exemption de formation linguistique, contrats de travail, appréciations du

rendement, appels, griefs, conflits d'intérêt, mesures disciplinaires, certificats et diplômes, harcèlement, cartes d'identité et laissez-passer, formation et demande d'emploi. **Catégorie de personnes** : Employés du Centre. **But** : Ce fichier a pour but de consigner des renseignements pour maintenir un registre cumulatif de l'emploi d'un individu au Centre aux fins de faciliter la gestion du personnel. **Usages compatibles** : Conserver un dossier personnel à jour de chaque employé du Centre et maintenir un registre des antécédents personnels, documents d'engagement, promotions, congés, fonds de pension, cessation d'emploi, et autres.

Normes de conservation et de destruction : Les dossiers sont conservés par le Centre de recherches pour le développement international pendant tout le temps où l'employé est à son emploi ainsi que pendant une année par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 70 ans, ou deux ans après son décès, dans la mesure où deux années se sont écoulées depuis la dernière mesure administrative prise à l'égard des renseignements la concernant. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, appels, griefs, conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le Centre de recherches pour le développement international pendant une période de cinq ans après la cessation d'emploi, puis ils sont détruits. **No. APC :** 86-001 **Enregistrement (SCT) :** 001152 **Numéro de fichier :** RDI PPE 801

Dossiers médicaux

Description : Ce fichier renferme les antécédents médicaux des employés du Centre de recherches pour le développement international et des membres de la famille du personnel du Centre affecté à l'étranger. Il contient des documents sur les examens avant l'affectation, les antécédents médicaux, des rapports d'examens physiques, des résultats de tests biochimiques, des radiographies et des cardiogrammes. Les dossiers sont généralement classés par nom en ordre alphabétique. **Catégorie de personnes :** Employés, actuels et anciens, du Centre. **But :** Ce fichier a pour but de consigner des renseignements pour établir un dossier médical de chaque employé, actuel ou ancien, du Centre. **Usages compatibles :** Maintenir les antécédents médicaux de chaque employé; conserver un dossier d'examens périodiques et annuels de tout employé qui voyage à l'étranger; et garder à jour le carnet médical des employés qui voyagent à l'étranger. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix ans après la cessation d'emploi ou la dernière mesure administrative, après quoi ils sont détruits. **No. APC :** 83-002 **Enregistrement (SCT) :** 001154 **Numéro de fichier :** RDI PPE 803

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la

Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Employés du CRDI. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés du CRDI. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** L'administration des programmes relatifs aux langues officielles au CRDI. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 002846 **Numéro de fichier :** RDI PPE 806

Répertoire des ressources humaines

Description : Ce fichier renferme un répertoire de candidats à un emploi au Centre de recherches pour le développement international. Il contient des demandes d'emploi, des renseignements personnels, les aptitudes déclarées et les emplois antérieurs, les résultats d'entrevues et la correspondance échangée. Il sert à déterminer les candidats aux fins de recrutement. Les dossiers sont généralement classés par nom en ordre alphabétique. **Catégorie de personnes :** Toutes les personnes qui font une demande d'emploi au Centre. **But :** Ce fichier a pour but de consigner des renseignements qui fournissent un répertoire de candidats à un emploi au Centre. **Usages compatibles :** Déterminer les candidats aux fins de recrutement et établir une liste de candidats par catégorie d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de six mois à compter de la date de réception de la demande d'emploi. **No. APC :** 86-001 **Enregistrement (SCT) :** 001153 **Numéro de fichier :** RDI PPE 802

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le CRDI ou qui lui appartiennent. Le registre des déboursés en frais de stationnement est inclus dans le dossier du personnel sur chaque employé. **Catégorie de personnes :** Employés du CRDI **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. **Usages compatibles :** Émettre les permis de stationnement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis. **Enregistrement (SCT) :** 002844 **Numéro de fichier :** RDI PPE 804

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du

CRDI **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du CRDI. **Usages compatibles** : Approuver les questions de voyage et de réinstallations ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de

réinstallation. **Enregistrement (SCT)** : 002845 **Numéro de fichier** : RDI PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Citoyenneté et Immigration

Chapitre 31

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae. **Catégorie de personnes** : Les données portent sur les employés de Citoyenneté et Immigration Canada. **But** : Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées. **Usages compatibles** : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. **Communiquer avec** : Chef, Enrichissement et Mobilité de carrière, Services du personnel, Citoyenneté et Immigration Canada, L'Edifice Treble, 6^{ième} étage, Ottawa (Ontario), K1A 1L1. **Enregistrement (SCT)** : 002006 **Numéro de fichier** : CIC PPE 802

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel

offert aux employés de Citoyenneté Canada. L'employé ayant besoin de conseils doit se mettre en contact avec le consultant dont les services ont été retenus aux fins du Programme d'aide aux employés (PAE). Les documents concernant la consultation sont retenus par le consultant et ne sont pas remis à Citoyenneté Canada afin de sauvegarder le caractère confidentiel de programme. **Catégorie de personnes** : Les employés de Citoyenneté Canada **But** : L'information est utilisée par le consultant pour : a) emmagasiner les renseignements nécessaires à l'administration du PAE; b) déterminer si les employés ont besoin de conseils, de mise en rapport avec des professionnels de la santé et de participation aux programmes de réadaptation; c) assurer la suite des services rendus aux employés. **Usages compatibles** : Étayer les décisions ayant trait aux mesures en matière d'aide aux employés; entreprendre une évaluation systématique du PAE et fournir des statistiques à Travail Canada d'une façon telle que la confidentialité des individus qui ont demandé le service est assurée. **Normes de conservation et de destruction** : Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la confidentialité est assurée. A la fin du contrat, les documents contenant des renseignements personnels par rapport aux employés de Travail Canada seront transférés au nouveau donneur d'aide aux employés ou à un autre professionnel désigné, avec le consentement écrit de l'employé. **Enregistrement (SCT)** : 003324 **Numéro de fichier** : CIC PCE 801

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes d'CIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent le numéro du poste, le titre, le groupe et

le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. Le module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). **Catégorie de personnes** : Dossiers et données sur tous les employés et employées actuels d'CIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. **But** : Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. **Usages compatibles** : Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; elles servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). **Normes de conservation et de destruction** : Les dossiers sont conservés pendant un minimum de deux ans. **Enregistrement (SCT)** : 003331 **Numéro de fichier** : CIC PPE 812

Sécurité et santé au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères du centre de responsabilité approprié. Conformément à la politique de Conseil du Trésor, le ministère ou organisme conserve également des

dossiers sur les premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Sondage sur l'environnement et sur la condition physique et du monde de vie sont aussi sous le contrôle de cette institution. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire #908.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. **Usages compatibles** : Étayer les décisions connexes aux compensations destinées aux travailleurs aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. **Normes de conservation et de destruction** : Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Travail Canada et par Santé Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. **Renvoi au dossier #** : NHW PCE 701 **Enregistrement (SCT)** : 003330 **Numéro de fichier** : CIC PPE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer
 Code régissant les conflits d'intérêts et l'après-mandat
 Dossier personnel d'un employé
 Dotation
 Évaluation du rendement
 Formation et perfectionnement
 Grievs
 Harcèlement

Langues officielles
 Mesures disciplinaires
 Présences et congés
 Programme d'équité en matière d'emploi
 Rémunération et avantages
 Sécurité et santé au travail
 Stationnement
 Vérification de la fiabilité
 Voyages et réinstallations

Comité de surveillance des activités de renseignement de sécurité

Chapitre 32

Fichiers particuliers

Contrats de services personnels

Description : ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat. **Catégorie de personnes** : personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de surveillance des activités de renseignements de sécurité.

But : le but de ce fichier est de conserver les soumissions acceptées pour des contrats. **Usages compatibles** : les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats. **Normes de conservation et de destruction** : les fichiers sont conservés depuis la création du Comité en 1984. **Enregistrement (SCT)** : 003017 **Numéro de fichier** : CSA PPE 803

Dossiers personnels des employés affectant la paie et les avantages sociaux

Ce fichier renferme des renseignements personnels sur les employés actuels ou anciens du Comité de surveillance des activités de renseignement de sécurité portant, par exemple, sur les évaluations du rendement, les curriculum vitae, les descriptions de tâches et aussi la correspondance connexe à l'administration de la paie et des avantages sociaux. Les renseignements servent à la prise de décisions touchant la dotation, les promotions, les mutations ou la continuation du service, ainsi qu'à fournir la documentation nécessaire à l'administration de la paie et des avantages sociaux des employés du Comité. Ils peuvent également servir aux fins de recherche, de planification, d'évaluation ou d'analyse statistique, ou à l'administration de la paie et des avantages sociaux des employés du Comité.

Numéro de fichier : CSA PPE 801

Comité externe d'examen de la GRC

Chapitre 33

Fichiers particuliers

Renvois relatifs à la rétrogradation et au renvoi des membres de la GRC

Description : Ce fichier contient des renseignements sur la rétrogradation et le renvoi des membres de la GRC, lorsque le dossier a été soumis au Comité externe d'examen de la Gendarmerie royale du Canada. Le fichier «Renvois relatifs à la discipline des membres de la GRC» peut contenir de la documentation sur les renvois obligatoires en raison d'inconduite ou d'offense

criminelle. Pour avoir accès aux dossiers qui les concernent, les intéressés doivent se conformer aux exigences formulées dans la demande d'accès à des renseignements personnels, indiquant leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient pouvoir identifier les documents visés afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Les membres de la GRC qui ont été l'objet de procédures de renvoi ou de rétrogradation et dont le cas a été soumis au Comité d'examen de la GRC. **But** :

Ces renseignements sont utilisés par le Comité d'examen de la GRC en rapport avec le traitement des cas de renvoi ou de rétrogradation qui sont soumis au Comité en vertu de la Loi sur la GRC. **Usages compatibles** : Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports en vertu de la Loi sur la GRC.

Enregistrement (SCT) : 002874 **Numéro de fichier** : CEG PPE 801

Renvois relatifs aux griefs des membres de la GRC

Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et les décisions relatives aux griefs qui ont été soumis par les membres de la GRC et acheminés au Comité externe d'examen de la GRC. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Les membres de la GRC dont le grief a été acheminé au Comité externe d'examen de la GRC.

But : Les renseignements sont utilisés par le Comité externe d'examen de la GRC dans le traitement des griefs soumis au Comité en vertu de la Loi sur la GRC.

Usages compatibles : Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC.

Enregistrement (SCT) : 002875 **Numéro de fichier** : CEG PPE 802

Renvois relatifs aux mesures disciplinaires prises envers les membres de la GRC

Description : Ce fichier renferme des renseignements sur les mesures disciplinaires graves prises envers les membres de la GRC et dont le cas a été acheminé au Comité externe d'examen de la GRC en vertu de la Loi sur la GRC. Les dossiers peuvent inclure des rapports sur les avertissements, les réprimandes, les délibérations du comité d'arbitrage, les appels, les comités et les communications pertinentes; comprend également de la documentation sur les suspensions, les décisions infirmées, les décisions de la cour, les communications relatives aux allégations d'inconduite, et de la documentation provenant du congédiement obligatoire à la suite de l'inconduite et des infractions criminelles, y compris les comités, les audiences et les décisions. En plus des renseignements qui figurent sur la formule de

demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer de quels documents il s'agit afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Les membres de la GRC qui ont fait l'objet de mesures disciplinaires graves et dont le cas a été soumis au Comité externe d'examen de la GRC. **But** : Les renseignements sont utilisés par le Comité externe d'examen de la GRC pour traiter les cas de mesures disciplinaires graves acheminés au Comité en vertu de la Loi sur la GRC.

Usages compatibles : Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC.

Enregistrement (SCT) : 002876 **Numéro de fichier** : CEG PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commissariat aux langues officielles

Chapitre 34

Fichiers particuliers

Fonctionnaire excédentaire

Description : ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les antécédents professionnels, le c.v., copie de tous les formulaires et de la correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail.

Catégorie de personnes : fonctionnaires déclarés excédentaires. **But :** ce dossier fournit aux agents du personnel la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique. **Usages compatibles :** avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste. **Normes de conservation et de destruction :** deux ans après le départ du fonctionnaire. **No. APC :** 86-001

Enregistrement (SCT) : 002847 **Numéro de fichier :** CLO PPE 801

Fond de pension

Description : ce fichier contient le certificat de naissance de l'employé, de l'époux(se) et de ses enfants; de l'information sur le statut marital; date où l'employé est devenu cotisant au fond de pension; transfert réciproque; service accompagné d'options; calcul de pension; historique salarial; et désignation de bénéficiaire. **Catégorie de personnes :** employés actifs et retirés qui ont contribué au fond de pension. **But :** pour avoir accès, dans un seul endroit, à tous détails de pension. **Usages compatibles :** ce fichier a pour but de déterminer l'admissibilité au paiement de cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire. **Normes de conservation et de destruction :** détruit deux ans après que toutes les activités aient été complétées. **Enregistrement (SCT) :** 002848 **Numéro de fichier :** CLO PPE 802

Formation et perfectionnement

Description : ce fichier comprend des demandes et des évaluations de formation; le code d'identification de dossier personnel; les résultats des examens et certificats; les dossiers concernant le paiement des frais; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement.

Catégorie de personnes : employés de l'institution.

But : ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles :** approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction :** les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé.

Enregistrement (SCT) : 001265 **Numéro de fichier :** CLO PPE 805

Rémunération et avantages

Description : ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. **Catégorie de personnes :** employés de l'institution. **But :** ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du numéro d'assurance sociale est nécessaire pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne.

Normes de conservation et de destruction : les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de règlement des questions de paiement excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée. **Enregistrement (SCT) :** 002850 **Numéro de fichier :** CLO PPE 804

Saisie-arrêt

Description : ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat. **Catégorie de personnes :** employés du Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises.

But : ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds. **Usages compatibles :** ce fichier sert

également à approuver les retenues de salaire. **Normes de conservation et de destruction** : les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au CLO pendant deux ans, puis détruit.

Enregistrement (SCT) : 002849 Numéro de fichier :
CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne d'examen des exportations de biens culturels

Chapitre 35

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commission canadienne des affaires polaires

Chapitre 36

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commission canadienne des droits de la personne

Chapitre 37

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne du blé

Chapitre 38

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Harcèlement

Présences et congés

Rémunération et avantages

Commission canadienne du lait

Chapitre 39

Fichiers particuliers

Dossier personnel des employés

Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, évaluations du rendement au travail, assiduité au travail, registres de congé et de temps supplémentaire, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers. Le fichier contient le dossier de

tous les employés dans les catégories suivantes : soutien administratif, administration et service extérieur, scientifique et professionnel, technique et gestion. Le fichier sert de source d'information en matière de planification des ressources humaines et de gestion du personnel. Les employés ont accès à leur dossier sur demande auprès du Bureau des ressources humaines. Les dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada. **Numéro de fichier :** CCL PPE 801

Commission d'appel des pensions

Chapitre 40

Fichiers particuliers

Dossiers individuels sur le personnel

Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée

à : Relations de travail, Services des ressources humaines – PSR, Développement des ressources humaines, 20ième étage, Tour "B", Place Vanier, Vanier, Ontario K1A 0L1. **Numéro de fichier** : CAP PPE 801

Commission de contrôle de l'énergie atomique

Chapitre 41

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCEA aux rayonnements

Ce fichier contient un relevé des doses de rayonnements auxquelles ont été soumis les spécialistes de la CCEA dans l'exécution de leurs fonctions. Le calcul cumulatif de ces doses est fait périodiquement. Ces dossiers sont conservés indéfiniment. **Numéro de fichier** : CEA PPE 802

Inspecteurs de la CCEA : dossier d'accréditation

En vertu du Règlement, les employés de la CCEA peuvent agir à titre d'inspecteurs. Les données personnelles des employés désignés comme inspecteurs demeurent dans le fichier personnel de ces employés, mais la correspondance qui a trait uniquement à leur nomination est conservée dans un fichier distinct. L'utilité première de ce fichier est de fournir un état à jour des nominations. Elle ne renferme que les noms et les secteurs pouvant faire l'objet de vérifications. **Numéro de fichier** : CEA PPE 803

Membres des comités consultatifs

La CCEA a établi deux comités consultatifs dont les membres viennent de l'industrie, du secteur universitaire et de certains autres milieux et qui font rapport au Président. Ce fichier contient de la correspondance ayant trait au recrutement des membres et peut comprendre les noms des employés actuels, ainsi que des détails sur leur emploi actuel et sur leur expérience. Les dossiers sont conservés pendant deux ans, après quoi ils sont envoyés aux Archives nationales. **Numéro de fichier** : CEA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission de l'immigration et du statut de réfugié

Chapitre 42

Fichiers particuliers

Aide aux employés

Description : La Commission a conclu un protocole d'entente avec la Direction des services médicaux de

Santé nationale et Bien-être social pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la

Commission. Le fichier PAE de Santé nationale et Bien-être social contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés; les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation; et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes : Les employés et les commissaires de la CISR. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counselling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages compatibles :**

Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés.

Enregistrement (SCT) : 003176 **Numéro de fichier :** CIR PPE 803

Système de suivi des agents d'audience

Description : Ce fichier contient les noms et adresses des agents d'audience employés par la CISR.

Catégorie de personnes : Employés de la CISR. **But :** Ces renseignements sont utilisés au moment d'assigner les revendications du statut de réfugié aux agents d'audience. **Usages compatibles :** Ces renseignements sont utilisés pour affecter les agents d'audience aux audiences et pour produire des rapports sur les cas qui leur sont assignés. **Normes de conservation et de destruction :** Les documents seront conservés pendant deux ans après leur dernière utilisation à des fins administratives. **Enregistrement (SCT) :** 003175

Numéro de fichier : CIR PPE 802

Système de suivi des commissaires

Description : Ce fichier contient des renseignements personnels sur les commissaires, notamment l'adresse du domicile, le numéro de téléphone, les dates des affectations, la date d'expiration des affectations, et les langues parlées par les commissaires. **Catégorie de personnes :** Commissaires. **But :** Le but de ce fichier consiste à suivre la période de nomination (début et fin) des commissaires. Il constitue aussi une liste des personnes disponibles pour siéger à des audiences de la CISR. **Usages compatibles :** Ces renseignements

sont utilisées pour affecter des commissaires aux cas et pour produire des rapports sur l'état d'avancement des cas assignés. **Normes de conservation et de destruction :** Les documents sont détruits deux ans après la date d'expiration du mandat du commissaire.

No. APC : 85-001 **Enregistrement (SCT) :** 003174

Numéro de fichier : CIR PPE 801

Système informatique de sécurité relatif à l'accès à la propriété – Toronto II

Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. **Catégorie de personnes :** Les employés de la région de Toronto II seulement. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. **Usages compatibles :** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. **Normes de conservation et de destruction :** Ces renseignements sont conservés pour une période d'un an pour ensuite être supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés.

Enregistrement (SCT) : 003178 **Numéro de fichier :** CIR PPE 805

Système informatique de sécurité relatif à l'accès à la propriété – Toronto I

Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. **Catégorie de personnes :** Les employés de la région de Toronto I seulement. **But :** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. **Usages compatibles :** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. **Normes de conservation et de destruction :** Ces renseignements sont conservés pour une période de huit mois pour ensuite être supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. **Enregistrement (SCT) :** 003177 **Numéro de fichier :** CIR PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission de la Capitale nationale

Chapitre 43

Fichiers particuliers

Réaménagement des effectifs

Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires ou mis à pied. Ces renseignements comprennent généralement une lettre à l'employé, le curriculum vitae de l'employé des copies des évaluations et le formulaire d'a

Catégorie de personnes : Employés de la CCN **But :** Ce fichier est utilisé par les cadres supérieurs à des fins de planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel emploi ou une autre affectation. **Usages compatibles :**

Les renseignements contenus dans ce fichier sont transmis à la Commission des Fonction publique à des fins d'information et de placement. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant trois ans, puis ils sont détruits.

Enregistrement (SCT) : 003665 **Numéro de fichier :**

CCN PPE 801

Système d'inventaire de l'information de la Commission (CIIS)/Banque d'employés

Description : Ce fichier est un système informatisé qui contient le nom, sexe, date de naissance, numéro de poste et niveau de sécurité pour chaque employé.

Catégorie de personnes : Employés de la CCN **But :**

Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la corporation a un niveau de sécurité adéquat. **Usages compatibles :** Ce système a

pour but de fournir le niveau de sécurité de l'employé pour sauvegarder toute information désignée ou classifiée. **Normes de conservation et de destruction :**

Ces données informatisées sont mises à jour sur demande. **Renvoi au dossier # :** CCN SPI 195

Enregistrement (SCT) : 003664 **Numéro de fichier :** CCN PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission de la Fonction publique du Canada

Chapitre 44

Fichiers centraux

Congés en vue de briguer les suffrages

Description : Ce fichier peut contenir la demande de congé, l'opinion de l'administrateur général, la

recommandation de la secrétaire générale aux commissaires, la décision de la Commission d'autoriser ou de refuser le congé pour permettre au fonctionnaire de briguer les suffrages, les avis pour publication dans la

Gazette du Canada, partie I, et à l'occasion, des coupures de journaux. **Catégorie de personnes :** Fonctionnaires qui ont demandé un congé en vue de briguer les suffrages. **But :** Ce fichier existe conformément aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements afin que la Commission puisse décider si elle doit accorder un congé à un employé qui désire briguer les suffrages. **Usages compatibles :** Ce fichier sert à fournir les renseignements nécessaires afin que la Commission puisse prendre sa décision et à fournir des renseignements aux fins des rapports de la Commission au Parlement. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant sept (7) ans, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGM 020 **Enregistrement (SCT) :** 001448 **Numéro de fichier :** CFP PCE 705

Demandes de communication de renseignements

Description : Ce fichier peut contenir les formulaires de demande de communication de renseignements, les réponses à ces demandes et l'information rattachée au traitement des demandes. **Catégorie de personnes :** Fonctionnaires ayant fait une demande officielle d'accès à des renseignements en vertu de la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels. **But :** Ce fichier existe conformément à l'article 4 de la Loi sur l'accès à l'information et à l'article 12 de la Loi sur la protection des renseignements personnels pour traiter les demandes de communication de renseignements faites en vertu des lois. **Usages compatibles :** Ce fichier est utilisé pour consigner et traiter les demandes, pour répondre aux plaintes reçues en vertu des lois et pour fins de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans après la demande et sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGM 901 **Enregistrement (SCT) :** 001684 **Numéro de fichier :** CFP PCE 743

Données sur l'évaluation du Programme de Cours et affectations de perfectionnement et sur l'orientation de carrières (1968 à 1973)

Description : Ce fichier peut contenir des données biographiques; les résultats de l'évaluation et le sommaire du rendement de chaque candidat qui a accepté de passer la batterie de tests du CAP concernant l'évaluation et l'orientation professionnelle entre 1968 et 1973. **Catégorie de personnes :** Fonctionnaires fédéraux qui étaient candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). **But :** Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner tous les renseignements sur l'évaluation et l'orientation professionnelle des candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). **Usages compatibles :** Ce fichier sert à fournir des renseignements sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et

à amasser des données normatives sur les candidats du Programme des Cours et affectations de perfectionnement qui en font la demande. **Normes de conservation et de destruction :** Les dossiers des employés évalués entre 1968 et 1973 sont conservés pendant trente (30) ans, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 070 **Enregistrement (SCT) :** 001467 **Numéro de fichier :** CFP PCE 724

Données sur les candidats au Programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)

Description : Ce fichier peut contenir des renseignements personnels de base dans un ou plusieurs formats : fiches de candidats (discontinué en 1984), dossiers des candidats ou dossiers du jury de révision des sélections. L'information peut comprendre les formulaires de demande, les raisons de la nomination et le curriculum vitae, le plan de déroulement de carrière, l'évaluation de rendement, les décisions et sommaires du jury de révision des sélections, les résultats de tests de connaissances linguistiques et la correspondance générale concernant les nominations aux programmes CAP ou PSP. **Catégorie de personnes :** Fonctionnaires nommés aux programmes CAP ou PSP. **But :** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAP et PSP et, dans le cas de nominations finales, de consigner et présenter les renseignements aux membres du jury de révision des sélections pour leur examen et décision sur l'acceptation aux Programmes. **Usages compatibles :** Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP et PSP aux phases de sélection initiale (Centre d'évaluation) et finale (Jury de sélection); il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils. Les dossiers du jury de révision des sélections proviennent des dossiers des candidats et contiennent des renseignements additionnels qui permettent aux membres du jury de prendre des décisions sur la participation des candidats aux programmes. **Normes de conservation et de destruction :** Les dossiers des employés dont l'examen se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits. (Nota : les dossiers des candidats retenus par le Jury de sélection sont transférés au fichier des participants CAP et PSP.) Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt ans. **No. APC :** 94-001 **Renvoi au dossier # :** CFP PCD 080 **Enregistrement (SCT) :** 001705 **Numéro de fichier :** CFP PCE 751

Dossier d'orientation linguistique

Description : Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la leçon recommandée et la durée de formation prévue. **Catégorie de personnes :**

Fonctionnaires candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription on formation linguistique de base. **But :** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation. **Usages compatibles :** Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir à Formation linguistique Canada des données de nature administrative. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor pour mettre à jour l'information sur les candidats qui participent au processus d'orientation.

Normes de conservation et de destruction : Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés sur rubans pendant vingt (20) ans et sont détruits. **No. APC :**

85-016 **Renvoi au dossier # :** CFP DGF 105

Enregistrement (SCT) : 001482 **Numéro de fichier :** CFP PCE 739

Dossier de formation linguistique

Description : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, résultats des tests d'aptitude et de classement, des renseignements au personnel enseignant dans les centres de formation linguistique de la Commission ainsi que les résultats obtenus lors de la formation linguistique. **Catégorie de personnes :** Fonctionnaires qui ont suivi des cours de formation linguistique. **But :** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique. **Usages compatibles :** Ce fichier sert lors des processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor et le système d'Évaluation en langue seconde (ELS) de la CFP pour mettre à jour les renseignements sur les candidats, déterminer les heures de formation admissibles, y ajouter les nouvelles demandes de formation et mettre à jour les données des ELS. De plus, le système de formation linguistique sert à produire des statistiques et des rapports aux ministères sur les absences et le progrès des participants. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés sont ensuite conservés pendant vingt (20) ans et sont détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGF 105

Enregistrement (SCT) : 001484 **Numéro de fichier :** CFP PCE 741

Dossiers concernant la sélection du personnel

Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres de recommandation ou évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les employés qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. **Catégorie de personnes :** Fonctionnaires dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel administré par la Direction générale des programmes de dotation. **But :** Ce fichier existe conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à enregistrer des données et à fournir des renseignements concernant tous les processus de sélection du personnel avec ou sans concours administrés par la Direction générale des programmes de dotation de la Commission. **Usages compatibles :** Ce fichier sert à combler des postes, à fournir des renseignements sur demande aux participants à un processus de sélection en vue d'expliquer les raisons de la décision conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection»; et à fournir des documents concernant le processus de sélection aux enquêtes menées par la Commission et aux comités d'appel. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux ans après leur dernier usage à des fins administratives, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 001455 **Numéro de fichier :** CFP PCE 712

Dossiers d'employés en matière d'abandon de poste

Description : Ce fichier peut contenir une copie de la lettre envoyée à l'employé et l'avis du ministère de l'employé à la Commission. **Catégorie de personnes :** Fonctionnaires ayant abandonné leur poste. **But :** Ce fichier existe conformément aux dispositions de l'article 27 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'abandon de poste d'un employé. **Usages compatibles :** Le fichier sert à fournir des renseignements statistiques au Parlement sur les employés ayant abandonné leur poste. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant deux (2) ans à compter de la date de leur réception, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : DGD DGD 030 **Enregistrement (SCT)** : 001456 **Numéro de fichier** : CFP PCE 713

Dossiers de la CFP sur les mutations

Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire de demande de mutation, une lettre du ministère confirmant le groupe, le niveau et le type d'emploi actuel, rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications des références. **Catégorie de personnes** : Fonctionnaires ayant présenté une demande de mutation latérale. **But** : Ce fichier existe conformément aux dispositions de l'article 5(c)(i) du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories du soutien administratif et de l'exploitation, de l'administration et du service extérieur et des catégories professionnelle et technique, à l'exception du groupe EX. **Usages compatibles** : Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001462 **Numéro de fichier** : CFP PCE 719

Dossiers de la Direction de l'équité en matière d'emploi des Programmes des cadres de la direction (DEEPCD) (niveaux supérieurs) (anciennement Initiatives d'équité en matière d'emploi)

Description : Ce fichier peut contenir des renseignements personnels de base; le curriculum vitae; le plan de carrière général et des données sur les appréciations de rendement et de vérification des références. **Catégorie de personnes** : Les membres des groupes désignés comprenant les femmes, les minorités visibles, les autochtones et les personnes handicapées se situant aux niveaux équivalents à EX, EX moins 1 et moins 2 ayant profité des services de la DEEPCD. **But** : Ce fichier existe en vue de tenir un dossier des antécédents des membres des groupes désignés qui cherchent à obtenir une affectation de perfectionnement ou une nomination au niveau EX afin de réaliser leurs objectifs sur le plan professionnel. **Usages compatibles** : Ce fichier sert à répertorier les membres des groupes désignés aptes à être présentés et nommés au groupe de la direction ou pour des affectations à d'autres niveaux à la fonction publique. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP PCD 030 **Enregistrement (SCT)** : 001466 **Numéro de fichier** : CFP PCE 723

Dossiers de la Direction des enquêtes

Description : Ce fichier peut contenir les extraits du dossier de l'employé et du dossier de concours, des notes de l'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des évaluations du rendement, des coupures de presse, des protocoles d'entente et le rapport d'enquête officiel. Il peut contenir aussi des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants d'employés ou des plaignants. **Catégorie de personnes** : Fonctionnaires ayant logé une plainte auprès de la Direction des enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes impliquées dans la plainte. **But** : Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350 en vue de consigner des renseignements sur les enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. Les renseignements sont recueillis pour que les allégations puissent être examinées, que des recommandations puissent être faites et que des mesures de redressement puissent être prises s'il y a lieu. **Usages compatibles** : La préparation de la documentation à l'appui de la recommandation d'établir un comité d'enquête. **Normes de conservation et de destruction** : Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divulgation, sont ensuite inactifs pendant cinq (5) ans et sont détruits. Les plaintes qui ne deviennent une enquête formelle sont conservées pendant deux (2) ans et sont ensuite détruites. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DAE 010 **Enregistrement (SCT)** : 001446 **Numéro de fichier** : CFP PCE 703

Dossiers de présentation des candidats répertoriés

Description : Ce fichier peut contenir des renseignements personnels généraux, le formulaire de présentation de candidats, les vérifications des références et les résultats des présentations de candidats. **Catégorie de personnes** : Fonctionnaires présentés par la Commission à des ministères et à des organismes, à l'exception du groupe EX. **But** : Ce fichier existe pour consigner les présentations de candidats faites par la Commission à des ministères et à des organismes. **Usages compatibles** : Le fichier sert à fournir des renseignements sur les employés présentés par la Commission. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du Système de présentation des candidats répertoriés (SPCR) sont entrées dans le Système des mesures de la performance des opérations (SMPO) pour fins d'évaluation de programme. **Normes de conservation**

et de destruction : Les dossiers sont conservés pendant deux (2) ans, puis sont ensuite détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001453 **Numéro de fichier** : CFP PCE 710

Dossiers de recours en matière de mutation

Description : Ce fichier renferme un dossier de plainte contenant des renseignements personnels de base, les preuves recueillies durant l'enquête, un rapport d'enquête assorti de recommandations à l'administrateur général ainsi que la décision de la Commission, le cas échéant, et une fiche d'information statistique concernant la plainte. **Catégorie de personnes** : Les fonctionnaires qui ont déposé, au Bureau des recours contre les mutations, une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique. **But** : Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur d'évaluer la preuve déposée devant lui/elle et de faire des recommandations à l'administrateur général en ce qui a trait aux mesures de redressement à prendre par rapport à la mutation du fonctionnaire en cause. **Usages compatibles** : Ce fichier sert également à fournir des renseignements pour les rapports de la CFP au Parlement. **Normes de conservation et de destruction** : Les documents sont conservés pendant cinq (5) ans et sont ensuite détruits. **No. APC** : à déterminer. **Renvoi au dossier #** : CFP DGM 026 **Enregistrement (SCT)** : 003270 **Numéro de fichier** : CFP PCE 745

Dossiers des auditions d'appels

Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audition y compris des formulaires d'évaluation de rendement du personnel lorsque utilisés dans le processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de fournir le numéro de dossier de la Direction des appels qui est indiqué sur la décision du comité d'appel qu'a reçue l'appelant(e). **Catégorie de personnes** : Fonctionnaires qui ont fait appel ou qui sont en cause dans un appel. **But** : Ce fichier existe conformément aux dispositions de l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 45 à 48 du règlement sur l'emploi dans la fonction publique en vue d'enregistrer et de fournir des renseignements sur les appels logés. **Usages compatibles** : Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président du Comité d'appel puisse rendre une décision. **Normes de conservation et de destruction** : Les décisions sont conservées sur microfiche pendant vingt (20) ans à compter de la date où elles ont été prises; les dossiers et les enregistrements sont conservés pendant deux ans et sont ensuite détruits; cependant, pour les dossiers qui sont transmis à la Cour fédérale du Canada en

application de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées sur microfiche pendant vingt (20) ans lorsque l'application de l'article 18 est accueillie ou rejetée avec ou sans motif. Les données informatisées sont conservées pendant cinq (5) ans. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DAE 005 **Enregistrement (SCT)** : 001445 **Numéro de fichier** : CFP PCE 702

Dossiers des concours des Programmes des cadres de la direction

Description : Ce fichier peut contenir les cotes de sécurité; les résultats obtenus aux examens linguistiques; les notes de service à la Commission (rapports des jurys); les lettres d'offre; les lettres d'acceptation; les lettres destinées aux candidats ayant échoué; les avis de droit d'appel s'il y a lieu; les lettres disant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation; les formulaires d'information sur les langues officielles; les demandes de dotation sans délégation; les tableaux descriptifs des postes et les énoncés de qualités; les descriptions de tâches, les demandes d'emploi, les rapports individuels des candidats du Centre d'évaluation pour la nomination des cadres de la direction, les résultats de vérification des références et une liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de concours approprié. **Catégorie de personnes** : Fonctionnaires qui participent à un concours du groupe de la direction administré par la Commission. **But** : Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. **Usages compatibles** : Ce fichier sert à fournir des renseignements concernant les nominations dans le groupe de la direction faites par la Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision, conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection». **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité; puis sont ensuite détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 065 **Enregistrement (SCT)** : 001475 **Numéro de fichier** : CFP PCE 732

Dossiers des participants au programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)

Description : Ce fichier peut contenir des renseignements personnels de base; les formulaires de nomination; les raisons de nomination; le curriculum vitae; le plan de carrière; les appréciations de rendement; les décisions du jury de sélection, les résultats d'examen d'Évaluation de langue seconde et la correspondance ayant trait à la participation au CAP ou

au PSP. **Catégorie de personnes** : Fonctionnaires qui suivent présentement le Programme des Cours et affectations de perfectionnement ainsi que ceux qui ont suivi le programme CAP ou PSP. **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de tenir un dossier de recensement de tous les participants au Programme des Cours et affectations de perfectionnement ou au Programme spécial. **Usages compatibles** : Ce fichier sert à fournir des statistiques sur les participants aux Programmes CAP et PSP pour fins de planification des ressources humaines, de dotation en personnel et de gestion générale du personnel. Liens avec d'autres systèmes : des renseignements sur les participants antérieurs sont mis à jour mensuellement avec le Système d'information des ressources de gestion (SIRG) et un indicateur CAP du SIRG est mis à jour par le système CAP. Un couplage semi-annuel est fait avec le Système d'information sur la mobilité des employés du Conseil du Trésor pour obtenir la data d'entrée dans la fonction publique. **Normes de conservation et de destruction** : Des renseignements sélectionnés sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. Tous les dossiers sont conservés pendant cinq (5) ans à compter de la date où prend fin la participation au CAP ou au PSP. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 070 **Enregistrement (SCT)** : 001468 **Numéro de fichier** : CFP PCE 725

Dossiers des participants au Programme d'affectations internationales

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les demandes des participants; les avis de poste vacant; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au Programme. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. **But** : Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles** : Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. **Normes de conservation et de destruction** : Les dossiers demeurent actifs pendant la période d'affectation, sont ensuite inactifs pendant trois (3) ans et sont détruits. Les rapports d'évaluation de rendement des employés sont conservés pendant cinq (5) ans et sont détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 080 **Enregistrement (SCT)** : 001907 **Numéro de fichier** : CFP PCE 755

Dossiers des participants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les descriptions de tâches; les notes d'entrevue et autre correspondance

reliée au programme. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. **But** : Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles** : Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de deux (2) ans après la fin de l'affectation et sont ensuite détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 075 **Enregistrement (SCT)** : 001952 **Numéro de fichier** : CFP PCE 729

Dossiers des participants au Programme de stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, notes d'entrevue, demandes d'emploi, curriculum vitae, relevés de notes, documents de correspondance concernant l'affectation, la sélection et l'orientation des candidats, ainsi que le répertoire dont ces derniers sont issus. **Catégorie de personnes** : Fonctionnaires participant ou ayant participé au Programme de stagiaires en gestion. **But** : Cette banque de données a été créée aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au programme. **Usages compatibles** : Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes : la banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. **Normes de conservation et de destruction** : Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt cinq (25) ans, à partir de la date où le participant termine son affectation au PSG. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002911 **Numéro de fichier** : CFP PCE 764

Dossiers du centre d'évaluation (IPHD)

Description : Ce fichier peut contenir des notes de service et des lettres; des données biographiques et les résultats de l'évaluation. **Catégorie de personnes** : Fonctionnaires fédéraux ayant fait l'objet d'une évaluation par le Centre d'évaluation (IPHD). **But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidats au Programme des Cours et affectations de perfectionnement (CAP) ou des Programmes de développement ministériels. **Usages compatibles** : Ce

fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidats au Programme des Cours et affectations ou des Programmes de développement ministériels de façon à ce que le choix des candidats soit fructueux. Il est aussi utilisé pour fournir de l'information sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et pour amasser des données normatives sur les candidats évalués. **Normes de conservation et de destruction** : Les dossiers et les données informatisées sont conservés pendant trente (30) ans après l'évaluation, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 070 **Enregistrement (SCT)** : 001469 **Numéro de fichier** : CFP PCE 726

Dossiers du Comité de révision linguistique

Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissances de la langue avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité. **Catégorie de personnes** : Fonctionnaires dont le cas a été présenté au Comité de révision linguistique. **But** : Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique. **Usages compatibles** : Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas. **Normes de conservation et de destruction** : Les dossiers concernant les résultats d'examen de connaissance de la langue sont conservés pendant dix (10) ans, puis sont ensuite détruits. Les dossiers concernant les cours de langue sont conservés pendant vingt-cinq ans (25), puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGM 045 **Enregistrement (SCT)** : 001459 **Numéro de fichier** : CFP PCE 716

Dossiers du Comité interministériel des pairs concernant les promotions

Description : Le fichier peut contenir des curriculum vitae, des lettres de présentation des ministères, des lettres de références, des évaluations de rendement et les recommandations du Comité des pairs. Il peut aussi contenir des travaux personnels et des listes de réalisations. **Catégorie de personnes** : Fonctionnaires dans les groupes de la Recherche historique (HR), de l'Enseignement universitaire (UT), de la Recherche scientifique (SE-RES) et des Services scientifiques de la défense (DS) qui ont été présentés au Comité des pairs en vue d'une promotion. **But** : La cueillette de ces renseignements est autorisée par le Conseil du Trésor pour les groupes HR, UT, SE, et DS. Ces renseignements sont compilés pour permettre au Comité des pairs de formuler des recommandations concernant les promotions. **Usages compatibles** : Le fichier sert à

consigner les constatations et les recommandations du Comité des pairs et est parfois utilisé à des fins de référence en vue de promotions subséquentes de l'individu concerné. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans et ils sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002298 **Numéro de fichier** : CFP PCE 759

Dossiers du décret d'exclusion sur les langues officielles

Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents; les demandes des ministères et la décision de la Commission dans certains cas. **Catégorie de personnes** : Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation. **But** : Ce fichier existe conformément à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste en leur seconde langue officielle, soit de recevoir une prolongation de leur temps d'exemption, soit de passer outre à un pronostic négatif aux fins de nominations. **Usages compatibles** : Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exclusion sur les langues officielles. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant vingt (20) ans, puis sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGM 045 **Enregistrement (SCT)** : 001460 **Numéro de fichier** : CFP PCE 717

Dossiers sur l'accréditation des agents de dotation

Description : Ce fichier peut contenir des dossiers personnels lesquels incluent les recommandations des ministères pour l'accréditation, incluant des renseignements sur les études et sur l'expérience antérieures en personnel, résultats au test de connaissances en dotation, aperçu des activités et affectations en dotation reliées à la formation en cours d'emploi et évaluations de ces activités et affectations, résultats de l'étude par le comité d'accréditation. Une partie des renseignements ci-dessus sont également inscrits dans un répertoire automatisé. **Catégorie de personnes** : Agents de dotation en personnel de la fonction publique. **But** : Ce fichier a été conçu afin d'enregistrer et de fournir des renseignements sur les agents de dotation vis-à-vis l'accréditation en ce qu'elle se relie à l'exercice de pouvoirs en matière de dotation délégués conformément au paragraphe 6(1) de la Loi sur l'emploi dans la fonction publique. **Usages compatibles** : Ce fichier sert à fournir des renseignements à l'appui de l'accréditation des agents de dotation par le comité d'accréditation. Il sert également à produire divers rapports et analyses statistiques et à des fins administratives générales telles, par exemple, la planification de programmes de

formation et de perfectionnement en dotation et la préparation de rapports sur ces programmes. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001464 **Numéro de fichier** : CFP PCE 721

Dossiers sur les demandes d'avis de la Commission

NOTE : Dès le 1er juin, 1993, ce recours relève de la responsabilité de la Direction des appels (Voir CFP PCE 702)

Description : Ce fichier peut contenir des renseignements recueillis au cours d'une enquête sous l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Le fichier peut contenir des pièces tirées des dossiers personnels ou des dossiers de concours, les notes de l'enquêteur, les notes des entrevues, les allégations d'actes répréhensibles, les évaluations de rendement, et la raison pour laquelle un employé croit que ses chances d'avancement ont été amoindries. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de spécifier le nom du ministère fédéral qui a fait l'objet d'une enquête et de donner avec le plus de précision possible la date ou la période pendant laquelle l'enquête a été tenue. **Catégorie de personnes** : Fonctionnaires ayant demandé l'avis de la Commission (avant le 1er juin 1993) à savoir si leurs chances d'avancement ont été amoindries. **But** : Ce fichier existe conformément à l'article 7.1 de la Loi sur l'emploi dans la fonction publique. Ces dossiers sont établis à la suite d'une demande d'avis soumise en vertu de l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Ce fichier est utilisé pour examiner les allégations présentées et rendre l'avis de la Commission au sujet de l'amoindrissement des chances d'avancement suite à une nomination sans concours. **Usages compatibles** : Ce fichier peut être utilisé pour fin de recherche ou de statistique. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans après la fin de l'enquête, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DAE 010 **Enregistrement (SCT)** : 001463 **Numéro de fichier** : CFP PCE 720

Échanges de cadres de direction entre les milieux d'affaires et l'administration fédérale

Description : Ce fichier peut contenir des présentations, des renseignements biographiques, des rapports d'évaluation et d'examen de rendement, des ententes, des descriptions de postes, des notes d'entrevues, des curriculum vitae et autre correspondance concernant les affectations, les sélections, l'inventaire, l'orientation et les conseils fournis aux candidats. **Catégorie de personnes** : Cadres supérieurs du gouvernement fédéral qui ont été présentés, participent actuellement au programme, ou ont terminé une affectation dans le secteur privé. **But** : Ce fichier a pour but de maintenir un

inventaire des cadres supérieurs du gouvernement fédéral qui ont été présentés au programme pour des affectations éventuelles. Il sert également de dossier chronologique concernant toutes les personnes qui ont participé au programme. **Usages compatibles** : Les renseignements sont utilisés pour évaluer les candidats et pour les référer aux organismes du secteur privé en vue d'affectations éventuelles. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après la fin d'une affectation et sont ensuite détruits. Les renseignements concernant les candidats qui n'ont pas participé au programme sont conservés pendant deux (2) ans et sont ensuite détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 081 **Enregistrement (SCT)** : 001909 **Numéro de fichier** : CFP PCE 757

Évaluation de langue seconde

Description : Ce fichier peut contenir la demande pertinente d'évaluation de langue seconde et le formulaire des résultats, les renseignements personnels généraux, la cassette de l'entrevue orale, les rapports et les résultats de l'évaluation. **Catégorie de personnes** : Fonctionnaires ayant subi une évaluation de la compétence en langue seconde administrée par la Division des services d'évaluation linguistique de la Commission de la fonction publique. **But** : Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique pour évaluer la compétence en langue seconde de fonctionnaires fédéraux, et conformément à l'entente entre la Commission et le Conseil du Trésor au sujet de l'évaluation linguistique, pour la prime au bilinguisme, ainsi que pour certains genres de formation linguistique. **Usages compatibles** : Le fichier sert à consigner des renseignements ayant trait à l'évaluation linguistique des candidats évalués aux fins de nomination aux postes bilingues de la fonction publique et à d'autres fins, tel que stipulé dans l'entente de la Commission et du Conseil du Trésor au sujet de l'évaluation linguistique. Liens avec d'autres systèmes : les résultats des tests sont transmis dans le Système d'évaluation de langue seconde (ELS) (CFP PCE 718). **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois ans, les cassettes entrevues pendant deux (2) ans, à moins que l'employé consente à l'effacement avant cette date et sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001457 **Numéro de fichier** : CFP PCE 714

Examineurs de l'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir des renseignements relatifs à l'accréditation/certification et au contrôle des administrateurs et correcteurs de tests ELS, ainsi que des évaluateurs d'interaction orale de l'ELS : les formulaires d'inscription au Programme de certification, les formulaires d'accord d'utilisation de tests, les lettres de certification, les commentaires et recommandations des moniteurs/agents de contrôle ainsi que les autres renseignements administratifs

recueillis dans le cadre de l'accréditation/certification.

Catégorie de personnes : Fonctionnaires ayant participé au Programme de certification de l'interaction orale ou ceux qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS. **But :** Ce fichier existe conformément aux dispositions des articles 5(1), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'accréditation/certification des examinateurs de l'ELS.

Usages compatibles : Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises, à la formation et la certification/accréditation des examinateurs de l'ELS. Il fournit également des renseignements permettant de surveiller les examinateurs de l'ELS et de prendre des mesures correctives, au besoin. **Normes de conservation et de destruction :** Tous les dossiers sont conservés dix (10) ans après que l'employé a quitté son poste d'examineur. Les dossiers des personnes qui n'ont pas exercé la fonction d'examineur sont également conservés pendant dix (10) ans. Les dossiers sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 001458 **Numéro de fichier :** CFP PCE 715

Fonctionnaires renvoyés ou rétrogradés

Description : Ce fichier peut contenir des renseignements personnels de base; la recommandation de l'administrateur général à la Commission ainsi que les motifs du renvoi ou de la rétrogradation, la décision d'appel, s'il y a lieu, la recommandation de la secrétaire générale aux commissaires, la décision de la Commission, et les avis de renvoi ou de rétrogradation au ministère et à l'employé. **Catégorie de personnes :** Fonctionnaires dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. **But :** Ce fichier existe conformément à l'article 31 de la Loi sur l'emploi dans la fonction publique (maintenant révoqué par l'article 21 de la Loi sur la Réforme de la fonction publique, L.C., 1992, c. 54) en vue de consigner les renseignements sur les employés dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. **Usages compatibles :** Le fichier sert à fournir les renseignements nécessaires afin de permettre à la Commission d'évaluer les cas présentés par les administrateurs généraux relativement au renvoi ou à la rétrogradation et de prendre la bonne décision. Il sert aussi à fournir des renseignements aux fins des rapports de la Commission au Parlement. **NOTE :** Depuis le 1er janvier 1993, ces recommandations ne relèvent plus de la CFP, cette responsabilité ayant été déléguée aux administrateurs généraux. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant sept (7) ans suivant un renvoi ou une rétrogradation, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGM 020 **Enregistrement (SCT) :** 001449 **Numéro de fichier :** CFP PCE 706

Personnes nommées en vertu d'un décret d'exemption

Description : Ce fichier peut contenir les recommandations de la Commission et du ministre du

Cabinet au gouverneur en conseil, des renseignements personnels de base, le décret d'exemption et le règlement. **Catégorie de personnes :** Personnes nommées à la fonction publique exemptées de certaines dispositions de la Loi en vertu de l'article 41. **But :** Ce fichier existe conformément aux dispositions des articles 37, 41 et 47 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de rendre compte au Parlement des noms des employés de certaines catégories ou des personnes nommées à la fonction publique exclus des dispositions de la Loi en vertu de l'article 41. **Usages compatibles :** Ce fichier sert à faire connaître à chaque année au Parlement les noms des employés de certaines catégories ou des personnes nommées en vertu d'un décret d'exemption. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de terminaison de l'exemption, puis sont ensuite détruits. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGM 020 **Enregistrement (SCT) :** 001447 **Numéro de fichier :** CFP PCE 704

Programme d'équité en matière d'emploi

Description : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des participants au Programme d'accès, des participants au Programme d'emploi pour les minorités visibles, des participants au Programme national de perfectionnement des autochtones, des participants au Programme des carrières du Grand Nord et des participantes au Programme des emplois non traditionnels pour les femmes, par exemple l'identification du stagiaire, la situation relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, des rapports sur les opérations de dotation, ainsi que des détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants. **Catégorie de personnes :** Les participants au Programme d'accès pour les personnes handicapées, au Programme d'emploi pour les minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et au Programme des emplois non traditionnels pour les femmes. **But :** On a institué le fichier en vertu de l'autorisation n 789462 du Conseil du Trésor pour consigner des renseignements sur les participants au Programme de mesures spéciales. **Usages compatibles :** Le fichier sert à surveiller les progrès accomplis par les participants et à mesurer l'efficacité de chaque programme. Il sert également aux rapports statistiques et aux rapports d'information de gestion préparés pour la Commission de la fonction publique, le Secrétariat du Conseil du Trésor, les ministères fédéraux et les comités d'équité en matière d'emploi. Liens avec d'autres systèmes : les données sur les nominations sont vérifiées manuellement avec le Système de gestion

de l'information sur les nominations (SGIN) pour assurer l'exactitude de l'information. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq (5) ans après que le participant a terminé son affectation, et ils sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant vingt cinq (25) ans, puis sont détruits. **No. APC** : 94-001 **Renvoi au dossier #** : CFP DGD 040 **Enregistrement (SCT)** : 002297 **Numéro de fichier** : CFP PCE 758

Programme interministériel de détachement

Description : Ce fichier peut contenir des curriculum vitae, des évaluations de rendement, des ententes de détachement, des références, des renseignements concernant les entrevues, des résultats de présentations, des demandes de détachement des employés, et de la correspondance générale. **Catégorie de personnes** : Les employés de la fonction publique fédérale qui ont présenté une demande de détachement interministériel. **But** : Ce fichier a été créé pour maintenir un répertoire des employés de la fonction publique fédérale qui s'intéressent à un détachement interministériel. **Usages compatibles** : Les renseignements sont utilisés pour identifier les employés intéressés et les référer à des ministères en vue d'un détachement. Ils servent aussi à des fins statistiques et à la planification des ressources humaines. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux (2) ans après la fin du statut de participant d'un employé et deux (2) ans après la fin d'un détachement. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002319 **Numéro de fichier** : CFP PCE 762

Répertoire des aspirants au Programme d'affectations internationales

Description : Ce fichier peut contenir les curriculum vitae; les demandes des aspirants; la correspondance, les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires qui ont postulé des affectations dans le cadre du Programme d'affectations internationales. **But** : Ce fichier a pour but de tenir un répertoire de candidats qui désirent participer au Programme d'affectations internationales. **Usages compatibles** : Ce fichier sert à identifier les candidats qui recherchent des postes dans des organisations internationales. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'affectations internationales. **No. APC** : 94-001 **Renvoi au dossier #** : CFP PCD 080 **Enregistrement (SCT)** : 001951 **Numéro de fichier** : CFP PCE 733

Répertoire des aspirants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les accusés de réception; les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. **Catégorie de personnes** : Fonctionnaires ayant postulé un poste au Programme d'Échanges Canada. **But** : Ce fichier sert de répertoire de candidats qui désirent participer au Programme d'Échanges Canada. **Usages compatibles** : Ce fichier sert à identifier les candidats qui recherchent des affectations dans le cadre du Programme d'Échanges Canada. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'Échanges Canada. **No. APC** : 85-016 **Renvoi au dossier #** : CFP PCD 075 **Enregistrement (SCT)** : 001906 **Numéro de fichier** : CFP PCE 754

Répertoire des candidats

Description : Ce fichier peut contenir la demande d'emploi; le curriculum vitae; des renseignements sur la présélection et les dossiers des candidats aux Programmes d'enseignement coopératif et d'Équité en matière d'emploi, (au Programme d'accès pour les personnes handicapées, au Programme d'emploi des groupes de minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et à Option – le Programme des emplois non traditionnels pour les femmes). Les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer la ville où leur demande d'emploi a été présentée. **Catégorie de personnes** : Fonctionnaires ayant présenté une demande d'emploi afin d'obtenir un poste au sein de la fonction publique. **But** : Ce fichier existe conformément aux dispositions du sous-alinéa 5(a)ii) du règlement sur l'emploi dans la fonction publique qui prévoit la tenue d'un répertoire des candidats ayant présenté une demande d'emploi à la fonction publique du Canada pour les catégories du soutien administratif, de l'administration et du service extérieur et des catégories professionnelle, scientifique, technique et opérationnelle à l'exception du groupe EX. **Usages compatibles** : Ce fichier sert en outre à identifier les candidats possédant les qualités requises pour une présentation et une nomination à un poste de la fonction publique. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du système CO-OP sont fréquemment couplées avec le Système de gestion de l'information sur les nominations (SGIN) à des fins statistiques et évaluation du programme et pour déterminer le nombre d'étudiants qui deviennent des

employés réguliers à la fonction publique. Le Système national du répertoire automatisé des candidats (SNRAC) est aussi couplé avec le SGIN pour obtenir des statistiques sur les nominations au sein de la fonction publique. Les résultats de test sont extraits du Système de correction des tests et de l'analyse des résultats (SCTAR) et sont entrées dans le Système national du répertoire automatisé des candidats (SNRAC). D'autres données sont retirées pour obtenir des renseignements sur le recrutement et les présentations pour le Système des mesures de la performance des opérations (SMPO).

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux (2) ans après avoir été sortis du répertoire, puis sont ensuite détruits.

Les données informatisées sont conservées pendant cinq ans. **No. APC :** 94-001 **Renvoi au dossier # :**

CFP DGD 030 **Enregistrement (SCT) :** 001451

Numéro de fichier : CFP PCE 708

Répertoire des candidats au Programme de stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, documents de correspondance, notes d'entrevue, commentaires sur le profil des candidats, relevé des notations ou des présentations, télex.

Catégorie de personnes : Fonctionnaires se portant candidats au Programme de stagiaires en gestion. **But :** Cette banque de données a été créée aux termes des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de produire un répertoire des fonctionnaires qui souhaitent participer au Programme de stagiaires en gestion. **Usages compatibles :** Les renseignements recueillis servent à la sélection des candidats au Programme de stagiaires en gestion ainsi qu'à des fins statistiques. Liens avec d'autres systèmes : le fichier est relié au système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus en prévision de la production de rapports statistiques.

Normes de conservation et de destruction : Les données sont conservées pendant trois (3) ans à partir de la date de candidature – puis détruites sauf dans le cas des candidats reçus; elles sont alors transférées au fichier des participants au Programme de stagiaires en gestion.

No. APC : 94-001 **Renvoi au dossier # :**

CFP DGD 030 **Enregistrement (SCT) :** 002910

Numéro de fichier : CFP PCE 763

Répertoire des participants au Programme de formation accélérée pour les économistes

Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, notes d'entrevue, documents administratifs liés aux mesures de sécurité, voyages de formation, documents de correspondance concernant les affectations, rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, et autres documents pertinents. **Catégorie de personnes :**

Fonctionnaires participant ou ayant participé au Programme de formation accélérée pour les économistes. **But :** Ce fichier a été créé aux termes des

articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au Programme de formation accélérée pour les économistes. **Usages compatibles :** Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes. La banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques.

Normes de conservation et de destruction : Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une

période de vingt-cinq (25) ans à partir de la date où le participant termine son affectation au Programme. **No.**

APC : 94-001 **Renvoi au dossier # :** CFP DGD 030

Enregistrement (SCT) : 003069 **Numéro de fichier :**

CFP PCE 766

Répertoires des agents supérieurs de finance et vérification interne

Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale et l'expérience de gestion aussi bien que les aspirations professionnelles. Il peut contenir aussi un rapport narratif soumis aux membres du Comité consultatif supérieur sur le ressourcement en agents financiers reflétant une évaluation des individus, leurs besoins de carrière, leurs capacités linguistiques en plus des suites à donner ou des décisions retenues par le Comité. **Catégorie de personnes :**

Fonctionnaires aux niveaux FI-04 et aux niveaux équivalents jusqu'à EX-03, identifiés comme possédant de vastes qualifications en finance et/ou en vérification interne et qui ont été revus par le Comité consultatif supérieur sur le ressourcement en agents financiers. **But :** Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines des agents supérieurs en finance et/ou vérification interne qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient profit d'une nouvelle affectation. **Usages compatibles :**

Les répertoires sont utilisés par les agents de ressourcement de la Commission de la fonction publique pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nomination d'agents supérieurs en finance et vérification interne. **Normes de conservation et de destruction :**

Les données concernant les agents supérieurs en finance et vérification interne sont conservées pendant deux (2) ans suivant la dernière révision concernant l'individu, par le Comité du statut de la planification de ressources humaines. **No. APC :**

94-001 **Renvoi au dossier # :** CFP PCD 065

Enregistrement (SCT) : 001905 **Numéro de fichier :**

CFP PCE 753

Répertoires des agents supérieurs du personnel

Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale de la gestion, les aspirations professionnelles et une notice biographique. Il peut contenir aussi un rapport narratif soumis aux membres du Comité supérieur de planification et de perfectionnement (CSPP) reflétant une évaluation des personnes et les objectifs de carrière. **Catégorie de personnes :**

Fonctionnaires aux niveaux PE-06 à EX-03, identifiés comme agents supérieurs du personnel qui seront évalués par le Comité supérieur de planification et de perfectionnement (CSPP). **But :** Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines au sujet des agents supérieurs en personnel qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient probablement profit d'une nouvelle affectation.

Usages compatibles : Les répertoires sont utilisés par les agents de ressource principaux de la CFP pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nominations d'agents supérieurs en personnel. **Normes de conservation et de destruction :** Les données concernant les agents supérieurs en personnel sont conservées pendant deux (2) ans suivant la dernière révision par le comité du statut de la planification de ressources humaines de l'employé. **No. APC :** 94-001 **Renvoi au dossier # :** CFP PCD 065 **Enregistrement (SCT) :** 001758 **Numéro de fichier :** CFP PCE 750

Résultats aux examens de sélection de la CFP

Description : Ce fichier peut contenir les feuilles de réponses et les résultats d'examens des personnes évaluées à des fins de sélection ou tout autre fin au moyen d'examens de la Commission de la fonction publique (CFP). **Catégorie de personnes :** Fonctionnaires ayant subi les examens de sélection élaborés par la CFP. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. **But :** Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique et de l'article 14(1) du Règlement sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens soumis aux fins de la sélection (concours ou autres types de sélection). **Usages compatibles :** Le fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens administrés par la CFP et/ou par tout autre ministère dans le cadre d'un processus de sélection en vue de déterminer les qualités des participants. Les renseignements servent également à la planification et à

l'analyse des ressources humaines. Liens avec d'autres systèmes : aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la Commission. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans, puis sont ensuite détruits. Les résultats des examens des candidats sont également conservés dans des dossiers informatisés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Pour chaque candidat, le résultat le plus récent d'un examen est conservé pour une période indéfinie dans des dossiers informatisés. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 001454 **Numéro de fichier :** CFP PCE 711

Résultats aux tests d'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir les livrets de réponses et les résultats aux tests des personnes ayant subi les tests ELS d'orale, de compréhension de l'écrit, d'expression écrite, et d'expression écrite pour l'exemption. Les enregistrements des tests d'orale, pour leur part, sont conservés par le centre d'examen de la CFP ou du ministère où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. **Catégorie de personnes :** Fonctionnaires ayant subi l'Évaluation de langue seconde (ELS) : tests d'orale, de compréhension de l'écrit, d'expression écrite, ou d'expression écrite pour l'exemption. **But :** Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations.

Usages compatibles : Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Liens avec d'autres systèmes : le système ELS alimente le Système informatisé de données ELS au Service d'information sur le personnel (SIP) à Approvisionnement et Services Canada (ASC). Les résultats d'examen sont accessibles aux employés autorisés des ministères fédéraux par terminal en direct ou par téléphone. Le système d'information sur les langues officielles (SILO) du Conseil du Trésor est relié à celui de SIP afin de recevoir directement de ce système les résultats de tests d'ELS et faire le lien avec les exigences linguistiques des postes. Aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la CFP. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans. Les dossiers informatisés sont conservés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Les enregistrements des tests d'orale administrés par un évaluateur/moniteur

du CPP sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les dossiers sont ensuite détruits. Le Système informatisé de données d'Évaluations de langue seconde a remplacé le Système informatisé de données d'examens de connaissances de la langue le 21 janvier 1985; les plus récents résultats de ces derniers y ont été transférés. Le système informatisé de données d'examens de connaissances de la langue sera conservé en archives jusqu'au 21 janvier 1995 et sera ensuite détruit. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 001461 **Numéro de fichier** : CFP PCE 718

Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle

Description : Ce fichier peut contenir les renseignements biographiques, le matériel d'évaluation et les résultats des clients du Service d'évaluation et d'orientation professionnelle. **Catégorie de personnes** : Les fonctionnaires fédéraux qui appartiennent à la catégorie des cadres de direction ou sont à un niveau équivalent, ou sont aux niveaux EX moins 1 et qui font appel au Service d'évaluation et d'orientation professionnelle. **But** : Conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, ce fichier a pour but de consigner les renseignements biographiques et les résultats de l'évaluation des clients du Service d'évaluation et d'orientation professionnelle. Ce fichier a également pour but de donner de l'information de "diagnostic" aux membres de la catégorie des cadres de direction ou sont aux niveaux EX moins 1, afin que ces derniers puissent avoir une meilleure compréhension d'eux-même et de leur donner l'occasion de recevoir un service confidentiel d'orientation. **Usages compatibles** : On utilise l'information pour donner des conseils au client et, à la demande de celui-ci, on peut donner l'information tirée de son évaluation aux personnes à qui il veut la remettre. On peut également utiliser l'information aux fins de recherche, afin de maintenir la qualité du service. **Normes de conservation et de destruction** : Les documents mis sur papier et sur ordinateur sont conservés pendant trente (30) ans après avoir été déclarés inactifs, puis ils sont détruits. **No. APC** : à être approuvé. **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002912 **Numéro de fichier** : CFP PCE 765

Système d'information des ressources de gestion

Description : Ce fichier peut contenir les certificats de nomination; les fiches d'employés; les données personnelles de base; les compétences; les antécédents professionnels; les aspirations de carrière, l'expérience en gestion et les cours de perfectionnement et de formation suivis. Dans le cas des fonctionnaires dans le groupe de la direction, le fichier peut contenir aussi les avis de mise en disponibilité, les avis concernant la situation d'employé excédentaire ou bénéficiaire de priorité administrative; les notes concernant les demandes de mutation et l'identification de la nécessité de déploiement; les notes concernant les cas où la

candidature de l'employé a été étudiée en vue de doter un poste; la note de service la plus récente (rapport du jury) à la Commission; la lettre d'offre et d'acceptation; les notes au dossier, les lettres de recommandation, les formulaires d'inclusion à la liste d'intervention, l'autorisation du sous-chef d'inclure un nom sur la liste d'intervention, et les notes/rapports de considération et d'orientation. **Catégorie de personnes** : Fonctionnaires des groupes et des niveaux déclarés admissibles par la Commission de la fonction publique, les fonctionnaires qui participent ou qui recherchent une affectation dans le cadre du Programme Échanges Canada ou du Programme des affectations internationales, ou qui figurent sur la liste d'intervention. **But** : Ce fichier existe afin de permettre à la Commission de la fonction publique d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et des règlements, c'est-à-dire de maintenir un répertoire des candidats pour des postes à des groupes et niveaux éligibles déterminés par la Commission. **Usages compatibles** : Ce fichier sert à fournir des renseignements au Conseil du Trésor et aux ministères aux fins de la dotation en personnel, de la gestion des ressources humaines, de la statistique, de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes : le SIRG est régulièrement couplé avec le Système d'information des titulaires du Conseil du Trésor (SCT PCE 723) pour obtenir des renseignements sur les employés, avec le Système d'information sur le personnel supérieur du Conseil du Trésor (SCT PCE 715) pour obtenir des renseignements sur les postes, avec le Système de gestion de l'information sur les nominations de la CFP pour mettre à jour les changements provenant de nominations et avec le Système des séparations pour identifier les personnes qui ont quitté la Fonction publique. Il est aussi couplé avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) pour fournir des renseignements au Conseil du Trésor en ce qui a trait à l'équité en matière d'emploi. Des données de base sont aussi partagées avec les Système CAP, le Système Échanges Canada/Programmes internationaux, les Répertoire des postulants au groupe de la direction et le Fichier statistique trimestriel. **Normes de conservation et de destruction** : Les dossiers des nominations à des postes du groupe de la direction sont conservés pour la durée de l'emploi, plus un an, et sont ensuite transférés aux Archives nationales du Canada où ils sont conservés pour un an après que l'employé a atteint l'âge de 70 ans ou pendant une période de deux (2) ans à compter de la date de décès, ou encore en permanence s'ils sont jugés documents historiques. Les dossiers pour les nominations à des postes non inclus dans le groupe de la direction sont conservés pendant cinq (5) ans après avoir été retirés du répertoire et sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans après avoir été retirées du système ou après que l'employé a quitté la fonction publique. Elles sont ensuite supprimées. Les évaluations de rendement sont conservées pendant cinq (5) ans et sont ensuite détruites. **No. APC** : 85-016 **Renvoi au**

dossier # : CFP DGD 065 **Enregistrement (SCT) :** 001477 **Numéro de fichier :** CFP PCE 734

Système d'information et d'inscription aux cours

Description : Ce fichier peut contenir des renseignements de base sur le personnel et des données administratives sur les cours suivis. Toutes les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de cours pertinent à la Direction générale des programmes de formation de la Commission. **Catégorie de personnes :** Fonctionnaires qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. **But :** Ce fichier existe conformément aux dispositions de l'alinéa 5(b) de la Loi sur l'emploi dans la fonction publique en vue d'établir et de tenir des dossiers sur les employés et les personnes qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. **Usages compatibles :** Le fichier sert à fournir les renseignements nécessaires pour donner les cours de formation professionnelle et de gestion offerts par la Commission. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans après la fin de l'activité de formation, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans après la période de formation. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGF 120 **Enregistrement (SCT) :** 001478 **Numéro de fichier :** CFP PCE 735

Système des priorités statutaires et administratives

Description : Ce fichier peut contenir des renseignements personnels de base; des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux ministères. Les genres de priorité sont : congé, personnel des ministres, mise en disponibilité, excédentaire, échec à la formation linguistique, renvoi en cours de stage, réinstallation du conjoint et poste déclaré surévalué. Certains renseignements sont informatisés. **Catégorie de personnes :** Fonctionnaires et autres qui ont une priorité de nomination statutaire ou administrative. **But :** Ce fichier existe conformément aux articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 33 à 38 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité statutaire. Il sert aussi à identifier les listes d'admissibilité appropriées aux fins de la section 28 (renvoi en période de stage). Il existe aussi conformément à diverses politiques de la Commission de la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité administrative de nomination. **Usages compatibles :** Ce fichier sert à identifier les personnes ayant une priorité statutaire ou administrative en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports ad hoc sont régulièrement remis au Conseil du Trésor, aux ministères, aux unions et à la gestion de la CFP pour fins de

contrôle et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité, puis sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment. **No. APC :** 85-016 **Renvoi au dossier # :** CFP DGD 030 **Enregistrement (SCT) :** 001452 **Numéro de fichier :** CFP PCE 709

Systèmes informatisés de relevés statistiques

Description : Ce fichier regroupe des systèmes informatiques que tient à jour la Commission de la fonction publique et qui renferment des renseignements personnels de base tels que : numéros d'assurance sociale, antécédents professionnels, situation d'emploi, compétence linguistique ou motifs de cessation d'emploi. Bien qu'il n'existe aucun document pour ces systèmes, il peut y avoir un document d'entrée dans certains cas. Le fichier regroupe les systèmes informatiques suivants : le Système de gestion de l'information sur les nominations (SGIN), le Système des séparations, le Système de rapports concernant le réaménagement de l'effectif (SRRE), le Fichier statistique trimestriel (FST) et le Programme d'emplois d'été axés sur la carrière (PEÉAC). Les données de ces systèmes proviennent du Système titulaire-mobilité du CT, du Système d'information sur les langues officielles du CT ou encore des actes de nomination ou des relevés statistiques reçus de d'autres ministères. **Catégorie de personnes :** Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. **But :** On a instauré ces systèmes afin de consigner des renseignements sur les nominations à la fonction publique, les départs, la répartition des fonctionnaires selon les ministères et les emplacements, le programme quinquennal de réduction de l'effectif et le programme d'emplois d'été. **Usages compatibles :** Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction publique, ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Liens avec d'autres systèmes : le SIGN fournit au Système d'information des ressources de gestion (SIRG) des données de base et les changements résultant de nominations. Il est aussi couplé avec le SIRG, le Fichier des statistiques annuel sur les effectifs, le Système des séparations et le Système d'information sur les langues officielles (SILO) du Conseil du Trésor pour produire le Fichier statistique trimestriel. Il est aussi couplé avec le Système sur la formation, le perfectionnement et les capacités des agents de dotation pour vérifier l'accréditation des agents lors de nominations et avec le Système national du répertoire automatisé des candidats (SNRAC) et le PEEAC pour fournir des renseignements sur les nominations. Il est jumelé avec le SILO pour vérifier les exigences linguistiques des postes avec les compétences des titulaires. Des données de base du Système des séparations sont utilisées pour mettre à

jour le SIRG et pour créer le FST. Des renseignements sont retirés des Systèmes titulaires/mobilité du CT et du Système d'administration des priorités et versés dans le SRRE pour tracer le progrès des personnes affectées par le processus de réduction des effectifs. Le FST est couplé avec le SGIN, le SILO, le SIRG, le Système des séparations et les Systèmes titulaires/mobilité du Conseil du Trésor à des fins de statistiques. Le PEEAC est jumelé avec le SGIN pour déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique. Des renseignements contenus dans le FST et le SGIN sont aussi couplés avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du C.T. (SCT PCE 706) à des fins statistiques. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte. **Normes de conservation et de destruction** : SGIN : le rapport sur les opérations de dotation est conservé pendant trois (3) ans à compter de la date où la CFP le reçoit. Les données informatisées sont conservées en direct pendant deux ans, puis sont transférées sur ruban, lequel est détruit après vingt cinq (25) ans. Séparations : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmés, puis ils sont supprimés. SRRE : les dossiers sont conservés pendant dix (10) ans ou jusqu'à ce qu'ils soient remplacés ou périmés. FST : les renseignements personnels sont conservés pendant cinq (5) ans à partir du moment où ils ont été recueillis, puis sont transférés sur ruban. PEEAC : les renseignements sur les dossiers du PEEAC sont conservés pendant cinq (5) ans, puis sont transférés sur ruban. **No. APC** : 85-016/94-001 **Renvoi au dossier #** : CFP DGD 030 **Enregistrement (SCT)** : 002299 **Numéro de fichier** : CFP PCE 761

Fichiers particuliers

Comptes créditeurs et comptes débiteurs

Description : Ce fichier peut renfermer des renseignements sur les dépenses engagées par des témoins, les primes au mérite, le paiement des frais d'appel interurbain, les primes à l'initiative, les remboursements, les rajustements salariaux et le dépôt des chèques de paie. **Catégorie de personnes** : Les employés du ministère qui ont effectué une opération financière au sein de la Commission de la fonction publique. **But** : Le fichier sert à payer les employés, recouvrer des créances, déposer des chèques de paie et consigner les opérations financières liées aux comptes créditeurs et aux comptes débiteurs. **Usages compatibles** : Les renseignements sont également utilisés pour produire des rapports statistiques et effectuer des analyses. **Normes de conservation et de destruction** : Les documents sont conservés pendant six (6) ans et sont ensuite détruits. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DGM 914 **Enregistrement (SCT)** : 002413 **Numéro de fichier** : CFP PPE 815

Demandes de déploiement, mutation et affectation et dossiers de perfectionnement professionnel des employés

Description : Ce fichier peut contenir des demandes de déploiement, affectation ou mutation, des curriculum vitae, des évaluations de rendement, des références, des renseignements concernant les entrevues et le counselling, des tests ainsi que des résultats et évaluations de tests, et de la correspondance générale. Les employés qui demandent accès à leur dossier doivent indiquer leur statut et la direction générale concernée. **Catégorie de personnes** : Les employés de la Commission de la fonction publique qui ont demandé une affectation et/ou ont été nommés par la direction à des fins de perfectionnement professionnel, ou qui désirent planifier leur carrière. **But** : Ce fichier a été créé pour promouvoir le redéploiement des employés de la Commission de la fonction publique ainsi que pour répondre aux besoins signalés en matière de perfectionnement professionnel. **Usages compatibles** : Ce fichier sert à aider les employés dans leur planification de carrière et dans leur recherche d'emplois permanents ou d'affectations temporaires en leur fournissant de la formation, des conseils et un service d'orientation. Il sert aussi à identifier des employés potentiels aux fins d'affectation et à les référer pour des postes au sein de la fonction publique. **Normes de conservation et de destruction** : Les dossiers de candidats sont conservés pendant deux (2) ans après qu'ils cessent d'être candidats. **No. APC** : 85-016 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 001910 **Numéro de fichier** : CFP PPE 806

Dossier personnel d'un employé

Description : Ce fichier peut contenir le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; le code

d'identification de dossier personnel (CIDP) débutant le 1er mars 1994; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; le surtemps, la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des employés.

Catégorie de personnes : Ce fichier concerne les employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnement et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions) primes pour longs états de service et administration du personnel. **Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de

quatre-vingt (80) ans ou jusqu'à deux (2) ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux (2) ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DRH 155 **Enregistrement (SCT) :** 002902 **Numéro de fichier :** CFP PPE 807

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les protocoles d'entente; les formulaires de nomination; la correspondance générale; les listes de bénéficiaires de priorités; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés de l'institution incluant les personnes qui bénéficient d'un statut prioritaire ou qui sont en affectation/détachement. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de poste au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des

renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux (2) ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les dossiers d'affectation sont conservés pendant deux ans après la fin de l'affectation. Les dossiers d'employés qui ont une priorité de nomination sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité. Les documents concernant la paie et les protocoles d'entente sont déposés au dossier personnel de l'employé. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DGM 920 **Enregistrement (SCT) :** 003313 **Numéro de fichier :** CFP PPE 816

Formation et perfectionnement

Description : Ce fichier peut contenir les demandes pour suivre les cours et les évaluations de cours; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des membres du personnel à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus peuvent être joints aux dossiers personnels des membres du personnel et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins de formation et de perfectionnement pour chaque membre du personnel. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des membres du personnel. **Catégorie de personnes :** Ce fichier concerne les membres du personnel de l'institution.

But : Ce fichier a pour but de fournir de la documentation pour l'administration des Programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. **Usages compatibles :** Il sert également à approuver et inscrire la participation des membres du personnel à des cours de formation et de perfectionnement. **Normes de conservation et de destruction :** Les dossiers sont détruits deux (2) ans après la fin des cours de formation et de perfectionnement suivis par un membre du personnel. Cependant les données sont préservées sur ruban magnétique pour une période de cinq (5) ans. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DRH 160 **Enregistrement (SCT) :** 002917 **Numéro de fichier :** CFP PPE 810

Langues officielles

Description : Ce fichier peut contenir les inscriptions aux cours et des renseignements relatifs aux présences;

des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance, le code d'identification des données personnelles et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module d'information sur la formation linguistique (MIFL). On trouve également des données semblables dans les fichiers centraux de la Commission de la fonction publique et du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Ce fichier concerne les employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Commission de la fonction publique. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. Il sert également à étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme et à la formation linguistique, de mutations et de promotions. **Usages compatibles :** Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux (2) ans après la date de la dernière justification. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DRH 150 **Enregistrement (SCT) :** 002918 **Numéro de fichier :** CFP PPE 811

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale

Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. **Catégorie de personnes :** Fonctionnaires embauchés par la Commission de la fonction publique dans des postes surclassifiés au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (PRAS). **But :** Ce fichier existe pour consigner et pour contrôler les situations de surclassification du poste EX et du Plan de rémunération d'affectation spéciale à la Commission de la fonction publique. **Usages compatibles :** Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande. **Normes de conservation et de destruction :** Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. **No. APC :** 85-016

Renvoi au dossier # : CFP DRH 165 **Enregistrement (SCT) :** 001486 **Numéro de fichier :** CFP PPE 801

Présences et congés

Description : Ce fichier peut contenir des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale (ou code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994), afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés dans le SEPC (Système d'enregistrement des présences et des congés). **Catégorie de personnes :** Ce fichier concerne les employés de l'institution. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. **Usages compatibles :** Il sert également à consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. Liens avec d'autres systèmes : des renseignements de ce système sont partagés une fois par année avec le Système de rapports sur les congés et le Système de rapports sur les services supplémentaires du C.T. **Normes de conservation et de destruction :** Les dossiers sont détruits deux (2) ans après la fin de l'exercice financier. Les données informatisées sont conservées pendant cinq (5) ans. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DRH 155 **Enregistrement (SCT) :** 002903 **Numéro de fichier :** CFP PPE 808

Programme d'équité en matière d'emploi

Description : Ce fichier peut contenir des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. **Catégorie de personnes :** Les renseignements dans ce fichier se rapportent aux employés de l'institution. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière

d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). **Usages compatibles :** Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. **No. APC :** 86-001 **Renvoi au dossier # :** CFP DRH 160 **Enregistrement (SCT) :** 002920 **Numéro de fichier :** CFP PPE 813

Rémunération et avantages

Description : Ce fichier peut contenir les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale et le code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994 ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes :** Ce fichier concerne les employés de l'institution. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances

spéciales. **Usages compatibles** : Il permet en outre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction** : Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. Les listes de paie sont conservées pendant six (6) ans et ensuite elles sont détruites. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 155 **Enregistrement (SCT)** : 002916 **Numéro de fichier** : CFP PPE 809

Rétroaction sur le rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes** : Les employés de l'institution. **But** : Ce fichier contient des renseignements concernant la communication et rétroaction constante entre le surveillant ou la surveillante

et son personnel en ce qui a trait aux attentes et au rendement au travail. **Usages compatibles** : Il sert également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires, à la fin de l'emploi et aux approbations de la rémunération au rendement. **Normes de conservation et de destruction** : Les dossiers doivent être conservés pendant une période de cinq (5) ans pour tous les employés. Après cette période, les dossiers sont détruits. **No. APC** : 86-001 **Renvoi au dossier #** : CFP DRH 160 **Enregistrement (SCT)** : 002919 **Numéro de fichier** : CFP PPE 812

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Griefs

Harcèlement

Mesures disciplinaires

Primes d'encouragement

Stationnement

Voyages et réinstallations

Commission des plaintes du public contre la GRC

Chapitre 45

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission des relations de travail dans la Fonction publique

Chapitre 46

Fichiers centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation. **Usages compatibles :** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC :** 85-013 **Renvoi au dossier # :** RTF BSG 025 **Enregistrement (SCT) :** 000775 **Numéro de fichier :** RTF PCE 704

Autorisation d'intenter des poursuites

Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement contre lesquelles, sur demande de leur employeur, on a envisagé ou l'on envisage actuellement des poursuites en raison d'une allégation selon laquelle elles n'ont pas observé certains articles de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour obtenir de la Commission l'autorisation de poursuivre en justice certaines personnes en raison d'une allégation selon laquelle ces personnes n'ont pas obéi à une interdiction quelconque prévue dans certains articles de la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au Parlement. **Usages compatibles :** Appuyer les décisions

rendues par la Commission au sujet des demandes d'autorisation de poursuivre. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC :** 85-013 **Renvoi au dossier # :** RTF BSG 105 **Enregistrement (SCT) :** 000778 **Numéro de fichier :** RTF PCE 707

Décisions des agents de sécurité

Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées au Conseil, concernant le refus d'un employé de travailler pour cause de danger. **Catégorie de personnes :** Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission. **But :** Ce fichier a pour but de consigner les décisions rendues par la Commission à la suite d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision ainsi que les motifs de cette dernière. **Usages compatibles :** Appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **Renvoi au dossier # :** RTF BSG 145 **Enregistrement (SCT) :** 001880 **Numéro de fichier :** RTF PCE 710

Demande de prolongation de délai

Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure. **Usages compatibles :** Appuyer les décisions de la Commission concernant les demandes de prolongation de délai. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission

sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC : 85-013 Renvoi au dossier # :** RTF BSG 110 **Enregistrement (SCT) :** 000776 **Numéro de fichier :** RTF PCE 705

Demande de révision

Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes. **Catégorie de**

personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque rendue par cette Commission. **Usages compatibles :** Appuyer les décisions rendues par la Commission au sujet des demandes de révision de ses décisions.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC : 85-013 Renvoi au dossier # :** RTF BSG 050 **Enregistrement (SCT) :** 000777 **Numéro de fichier :** RTF PCE 706

Détermination des employés désignés

Description : Ce fichier contient les listes des postes considérés comme étant «désignés», les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés «désignés».

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés «désignés», c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés «désignés». Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion est proposée au titre des fonctions nécessaires pour la sécurité du public. **Usages compatibles :** Appuyer les décisions de la Commission sur la question de savoir si certaines personnes membres de la Fonction publique

du Canada sont des employés «désignés». **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC : 85-013 Renvoi au dossier # :** RTF BSG 080 **Enregistrement (SCT) :** 000779 **Numéro de fichier :** RTF PCE 708

Griefs renvoyés à l'arbitrage

Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. **But :** Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. **Usages compatibles :** Appuyer les décisions de la Commission concernant les griefs arbitrables. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC : 85-013 Renvoi au dossier # :** RTF BSG 065 **Enregistrement (SCT) :** 000772 **Numéro de fichier :** RTF PCE 701

Opposition à l'exclusion de personnes en tant que proposées à la gestion ou à des fonctions confidentielles

Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. **Catégorie de personnes :** Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. **But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion. Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de

direction ou de confiance est proposée. **Usages**

compatibles : Appuyer les décisions de la Commission qui concernent l'exclusion de certaines personnes des unités de négociation. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formules d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été données et sont ensuite détruites. **No. APC** : 85-013
Renvoi au dossier # : RTC BSG 075 **Enregistrement (SCT)** : 000773 **Numéro de fichier** : RTF PCE 702

Plaintes – Code canadien du travail – partie II

Description : Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils ont agi en conformité avec les dispositions des articles 128 ou 129 du Code canadien du travail – partie II. **Catégorie de personnes** : Fonctionnaires fédéraux. **But** : Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés déposent contre leur employeur. **Usages compatibles** : Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'employé parce qu'il a agi en conformité avec l'article 128 ou 129 de la partie II du Code canadien du travail.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont micro-filmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **Renvoi au dossier #** : RTF BSG 150 **Enregistrement (SCT)** : 001881 **Numéro de fichier** : RTF PCE 709

Plaintes relatives à des pratiques de travail déloyales

Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission. **Catégorie de personnes** : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission. **But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, manquement au devoir de représentation juste. **Usages**

compatibles : Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. **Normes de conservation et de destruction** : Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. **No. APC** : 85-013
Renvoi au dossier # : RTC BSG 060 **Enregistrement (SCT)** : 000774 **Numéro de fichier** : RTF PCE 703

Fichiers particuliers

Nomination des arbitres (griefs et différends)

Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. **Catégorie de personnes** : Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. **But** : Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). **Usages compatibles** : Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres. **Normes de conservation et de destruction** : Les renseignements sont conservés pendant 25 ans. **Renvoi au dossier #** : RTF BSG 155 **Enregistrement (SCT)** : 002186 **Numéro de fichier** : RTF PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission du droit d'auteur Canada

Chapitre 47

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission nationale des libérations conditionnelles

Chapitre 48

Fichiers particuliers

Vérification approfondie de fiabilité

Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes. **Catégorie de personnes :** Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel. **But :** Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable. **Usages compatibles :** Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi.

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives. **Renvoi au dossier # :** CLC CLC 005

Enregistrement (SCT) : 002100 **Numéro de fichier :** CLC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Condition féminine Canada

Chapitre 49

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Conseil canadien des normes

Chapitre 50

Fichiers particuliers

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigences visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN; (2) des rapports confidentiels sur les biens, les exigences et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat. **Catégorie de personnes :** Employés du CCN **But :** Ce fichier renferme des renseignements

(1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. **Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels. **Normes de conservation et de destruction :** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **Renvoi au dossier # :**

CNC DAF 903 *Enregistrement (SCT)* : 003209

Numéro de fichier : CNC PPE 005

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les

nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles** : Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction** : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

Enregistrement (SCT) : 003027 **Numéro de fichier** : CNC PPE 004

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; les certificats; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes** : Employés de l'institution. **But** : Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. **Normes de conservation et de destruction** : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Renvoi au dossier #** : CNC DAF 915, CNC DAF 903

Enregistrement (SCT) : 003024 **Numéro de fichier** : CNC PPE 001

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel. **Catégorie de personnes** : Employés du Conseil canadien des normes. **But** : Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages compatibles** : Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier. **Renvoi au dossier #** : CNC DAF 903

Enregistrement (SCT) : 003025 **Numéro de fichier** : CNC PPE 002

Vérification de la fiabilité

Description : Ce fichier contient des renseignements rassemblés par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références.

Catégorie de personnes : Les candidats retenus qui ont demandé à travailler au Conseil canadien des

normes en vertu d'une nomination. **But** : Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles** : Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. **Renvoi au dossier #** : CNC DAF 903 **Enregistrement (SCT)** : 003026 **Numéro de fichier** : CNC PPE 003

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Évaluation du rendement

Rémunération et avantages

Conseil canadien des relations de travail

Chapitre 51

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Conseil consultatif canadien sur la situation de la femme

Chapitre 52

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes** : Employés du Conseil. **But** : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles** : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que

l'on a résolu le cas où il y avait effectivement conflit. **No. APC** : 85-001 **Enregistrement (SCT)** : 000252 **Numéro de fichier** : CSF PPE 801

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe ainsi que des copies du rapport d'enquête sur les accidents que doit remplir le superviseur. Ces documents sont conservés au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le Conseil conserve aussi des dossiers sur les premiers soins administrés. **Catégorie de personnes** : Employés du Conseil. **But** : Le fichier vise à fournir la documentation nécessaire à l'administration des programmes d'hygiène et de sécurité professionnelles au sein des institutions gouvernementales, y compris la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités relatives aux lésions et aux maladies professionnelles. **Usages**

compatibles : Les renseignements servent à consigner tous les détails relatifs à l'hygiène et à la sécurité, ainsi que les causes d'accidents et de lésions afin de prévenir les accidents, d'assurer la protection de la santé et de permettre l'administration efficace des programmes de sécurité et d'hygiène au sein des institutions. Ils servent aussi à étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident de travail. **Normes de conservation et de destruction** : Les dossiers se rapportant aux premiers soins sont conservés pendant une période de cinq ans, puis détruits. Les rapports d'enquête sur des accidents, des maladies ou des lésions professionnelles et la correspondance connexe, ainsi que le rapport d'enquête du superviseur sont conservés pendant dix ans, après quoi ils sont détruits. **Enregistrement (SCT)** : 002417 **Numéro de fichier** : CSF PPE 802

Membres du Conseil

Description : Ce fichier renferme les curriculum vitae et, dans certains cas, les photographies des personnes nommées au Conseil consultatif canadien sur la situation de la femme par le gouverneur en conseil. Les membres sont nommé(e)s pour trois ans et reflètent la diversité régionale, culturelle, professionnelle et ethnique du Canada, de même que les deux langues officielles.

Catégorie de personnes : grand public **But** : Le but de ce fichier est de garder un registre des membres actuels

à des fins administratives. **Normes de conservation et de destruction** : Les dossiers sont détruits 2 ans après la fin du mandat ou la résignation du membre. Les arrêtés-en-conseil sont conservés à fin historique.

Enregistrement (SCT) : 003124 **Numéro de fichier** : CSF PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Rémunération et avantages

Vérification de la fiabilité

Voyages et réinstallations

Conseil d'examen du prix des médicaments brevetés

Chapitre 53

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérifications de la fiabilité

Voyages et réinstallations

Conseil de contrôle des renseignements relatifs aux matières dangereuses

Chapitre 54

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de gestion

Description : Ce fichier contient des renseignements personnels relatifs aux exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs d'exclusion. **Catégorie de personnes :** Employés du Conseil de contrôle des renseignements relatifs aux matières dangereuses. **But :** Ce fichier sert à maintenir une liste complète des exclusions des personnes préposées à gestion et à des fonctions confidentielles au Conseil, et constitue le seul registre officiel des exclusions. **Normes de conservation et de destruction :** Les avis d'acceptation ou d'objections sont conservés pendant trois ans et les dossiers d'exclusions pendant cinq ans. **Enregistrement (SCT) :** 002881 **Numéro de fichier :** RMD PPE 805

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la classification et la date d'embauche de chaque employé faisant partie de l'effectif à la fin de la période visée par le rapport. On utilise ces renseignements pour vérifier l'identité des employés et relier cette information à celle du système d'information sur le personnel de CSC. **Catégorie de personnes :** Renseignements relatifs aux employés du Conseil. **But :** Le fichier sert à calculer les années-personnes qui sont utilisées aux fins de la gestion interne et dans le rapport annuel présenté au Conseil du

Trésor. **Normes de conservation et de destruction :**

Normes de conservation et de destruction : On conserve ces dossiers pendant deux ans.

Enregistrement (SCT) : 002883 **Numéro de fichier :** RMD PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations de sécurité

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 55

Fichiers particuliers

Mutations

Description : La base de données fournit un inventaire des candidats qui veulent être mutés. Il comprendra des curriculum vitae des fonctionnaires, incluant des lettres de référence ainsi qu'une attestation d'études et des connaissances d'une langue seconde. **Catégorie de personnes :** Fonctionnaires du Conseil et en dehors du Conseil. **But :** La banque identifierait les employés susceptibles d'être mutés à des postes au sein du Conseil et à l'extérieur. **Usages compatibles :** Aucun. **Normes de conservation et de destruction :** Les

dossiers sont conservés pendant une période de cinq ans. **Numéro de dossier :** CRT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de recherches en sciences humaines du Canada

Chapitre 56

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes des candidats; les listes de candidats; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes :** Les employés du Conseil et les employés prospectifs du Conseil. **But :** Les renseignements sont utilisés pour la sélection des candidats et la dotation des postes. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans. **No. APC :** 81-028 **Enregistrement (SCT) :** 002434 **Numéro de fichier :** RSH PPU 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Demandes de consultation de dossier

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 57

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier

contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 001628 **Numéro de fichier :** RSG PPE 801

Évaluations du rendement des employés

Description : Ce fichier contient des évaluations du rendement, des rapports et de la correspondance concernant le niveau de rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts. **Catégorie de personnes :** Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires.

But : Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'employés en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire. **Usages compatibles :** Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les

mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de l'évaluation de l'équité des échelles de notation utilisées au sein des diverses directions et divisions du CRSNG.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits. **No. APC :** 86-001

Enregistrement (SCT) : 002582 **Numéro de fichier :** RSG PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Conseil de recherches médicales du Canada

Chapitre 58

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil des Arts du Canada

Chapitre 59

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Conseil du Trésor du Canada (Secrétariat)

Chapitre 60

Fichiers centraux

Accréditation

Description : Ce fichier a pour objet de tenir un registre précis de chaque unité de négociation et chaque accréditation, re-accréditation et désaccréditation d'agent négociateur conformément à la Loi sur les relations de travail dans la Fonction publique. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique), à qui s'applique le processus de négociation collective. **But :** Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les

limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique ainsi qu'un registre des positions exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes des positions exclus, et les observations de l'employeur. **Usages compatibles :** Ce fichier sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt-cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC :** 69-003

(modification 11) **Renvoi au dossier #** : SCT DRT 445
Enregistrement (SCT) : 001960 **Numéro de fichier** :
 SCT PCE 710

Arbitrage – Renvois en vertu de l'article 92 (LRTFP)

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail dans la Fonction publique. **Catégorie de personnes** : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But** : Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. **Usages compatibles** : Il sert également à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC** : 69-003 (modification 11) **Renvoi au dossier #** : SCT DRT 440 **Enregistrement (SCT)** : 001958 **Numéro de fichier** : SCT PCE 708

Arbitrage – Renvois en vertu de l'article 99 (LRTFP)

Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. **Catégorie de personnes** : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les renvois ont été soumis. **But** : Ce fichier a pour but de maintenir un registre des dossiers sur les renvois effectués par l'employeur ou par les agents négociateurs conformément à la Loi sur les relations de travail dans la Fonction publique afin de faire exécuter une obligation qu'on prétend découler de la convention collective ou de la décision arbitrale. **Usages compatibles** : Il permet également de fournir de l'information générale pour des recherches. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC** : 69-003 (modification 11) **Renvoi au dossier #** : SCT DRT 440 **Enregistrement (SCT)** : 001959 **Numéro de fichier** : SCT PCE 709

Exemption à la politique de réinstallation – cas particuliers

Description : Ce fichier renferme la correspondance du ministre et du Ministère; des documents de base; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de décision, des notes d'analystes concernant les demandes individuelles d'exemption à la politique de réinstallation. **Catégorie de personnes** : Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. **But** : Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. **Usages compatibles** : Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres

demandes d'exemption à la politique de réinstallation.

Normes de conservation et de destruction : Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada).

Renvoi au dossier # : SCT DPP 360 **Enregistrement (SCT)** : 002571 **Numéro de fichier** : SCT PCE 727

Fichier d'information sur la mobilité des employés

Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes** : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur le congés; Système d'information sur les langues officielles;

Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002317 **Numéro de fichier :** SCT PCE 724

Fichier de données sur les groupes visés par l'équité en matière d'emploi

Description : Ce sondage auprès des employés de la Fonction publique fédérale (annexe 1, partie 1, population, LRTFP) permet aux personnes qui se disent métis, inuit ou autochtone, handicapée ou membre de minorités visibles, de s'identifier comme telles. En avril 1985, un recensement à l'échelle de la Fonction publique a été effectué en vue de constituer ce fichier central de données (SCT PCE 706). Actuellement, diverses méthodes permettant de tenir le fichier à jour sont à l'étude, notamment l'auto-identification volontaire des nouveaux employés, l'auto-identification obligatoire du personnel qui a accès aux programmes et services spéciaux destinés aux groupes susmentionnés, et les sondages de moindre importance grâce auxquels on s'assurera que tous les fonctionnaires fédéraux font l'objet d'un sondage tous les quatre ou cinq ans. Le fichier de renseignements personnels servira à identifier les membres de la Fonction publique qui sont métis, inuits ou autochtones, handicapés ou membres de minorités visibles, à des fins d'analyse. Ces renseignements portent sur les employés énumérés dans l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique, et facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique dans la population. Le fichier servira également à analyser et à contrôler la situation et l'avancement des populations cibles du sondage, par rapport au reste de la Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la formation, de la mobilité, etc. Des comparaisons seront effectuées de façon périodique, en vue de déterminer l'efficacité de l'Action positive et des programmes spéciaux, et de déceler les secteurs susceptibles d'amélioration. La catégorie d'auto-identification et l'identification personnelle obtenue par sondage sont mises en corrélation, à l'aide de l'identification personnelle fournie, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la

gestion du personnel (SIGP), le Système d'information sur les langues officielles (SILO), l'ensemble du Secrétariat du Conseil du Trésor, ainsi que des fichiers de statistiques relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles et le Système de gestion de l'information sur les nominations. Le fichier renferme des données extraites de la formule de sondage, tels le numéro d'assurance sociale, et la situation d'autochtone. Le Fichier fera l'objet d'une mise en corrélation d'après l'identificateur commun, (le numéro d'assurance sociale,) avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, les années de service, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrits ci-dessus. Lorsqu'un répondant n'a pas indiqué son numéro d'assurance sociale, on ne l'introduit qu'à des fins statistiques. Le fichier acquiert des renseignements auprès des autres fichiers, tels les fichiers ordinaires ministériels d'Action positive (POE 918), mais on ne fait, à partir de ce fichier, aucune divulgation de renseignements personnels qui permettent, selon une estimation raisonnable, d'identifier la personne à laquelle ils se rapportent. Les personnes qui veulent avoir accès à leur situation d'identification relative à l'appartenance à un groupe spécial, doivent fournir leur numéro d'assurance sociale pour s'assurer une réponse donnant suite à leur demande. Les normes de conservation restent à être établies. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. **Normes de conservation et de destruction :** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada **Enregistrement (SCT) :** 003560 **Numéro de fichier :** SCT PCE 706

Griefs

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage mais retirés par les employés qui les ont présentés. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. **But :** Ce fichier a pour objet de tenir un registre des griefs soumis à l'arbitrage qui ont été

retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage.

Usages compatibles : Les renseignements servent à fournir de l'information générale pour des recherches.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 470 **Enregistrement (SCT) :** 001962 **Numéro de fichier :** SCT PCE 712

Griefs de classification

Description : Ce fichier contient l'information sur tous les aspects des griefs, soit les descriptions de tâches, les organigrammes, les formules de mesures de classification, les décisions de griefs, de même que toute information pertinente. **Catégorie de personnes :** Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification. **But :** Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas. **Usages compatibles :** L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification soit respecté. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de 10 ans, puis détruits. **No. APC :** 78-020 **Renvoi au dossier # :** SCT DPP 415 **Enregistrement (SCT) :** 001134 **Numéro de fichier :** SCT PCE 707

Griefs du Conseil national mixte

Description : Ce fichier renferme des renseignements sur les griefs présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griefs sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du grief mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant. **Catégorie de personnes :** Les employés des ministères et organismes fédéraux énumérés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griefs au dernier palier, soit le Comité d'administration du CNM. **But :** Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire

général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 – Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griefs déposés au CNM par les employés. **Usages compatibles :** Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de déterminer s'il existe un précédent. **Normes de conservation et de destruction :** Les documents sont conservés pendant 10 ans. Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DPP 450 **Enregistrement (SCT) :** 002569 **Numéro de fichier :** SCT PCE 735

Module informatisé sur la formation linguistique (MIFL)

Description : Le MIFL est un fichier central qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sont enregistrées au MIFL par les ministères et organismes au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'administration. La formation reliée à d'autres besoins est rapportée au MIFL par les ministères et organismes. Il y a également interaction entre le Système d'information sur les langues officielles (SILO) et le MIFL du Secrétariat du Conseil du Trésor. **Catégorie de personnes :** Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe I, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe I, partie II de la Loi sur les relations de travail dans la Fonction publique. **But :** Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique. **Usages compatibles :** Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique. Toutes les liaisons effectuées avec le SFL et le SILO sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. **Normes de conservation et de destruction** : Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. **Enregistrement (SCT)** : 002852 **Numéro de fichier** : SCT PCE 704

Pension de la Fonction publique – cas

Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. **Catégorie de personnes** : Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. **But** : Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique. La Division des pensions transmet ces cas de pension au Conseil du Trésor. **Usages compatibles** : Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en œuvre et évaluer les politiques du gouvernement sur la pension. **Normes de conservation et de destruction** : Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). **No. APC** : 69-003 **Renvoi au dossier #** : SCT DPP 380 **Enregistrement (SCT)** : 002568 **Numéro de fichier** : SCT PCE 729

Plaintes des agents négociateurs

Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants. **Catégorie de personnes** : Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées. **But** : Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. **Usages compatibles** : Il sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant dix ans après quoi un

échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. **No. APC** : 69-003 (modification 11) **Renvoi au dossier #** : SCT DRT 470 **Enregistrement (SCT)** : 001961 **Numéro de fichier** : SCT PCE 711

Politique concernant les voyages – cas particuliers

Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des mémoires au président; des lettres de décision et des notes d'analystes concernant des cas particuliers de demande d'exemption à la politique concernant les voyages. **Catégorie de personnes** : Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. **But** : Le but de ce fichier est de tenir un relevé des cas particuliers dans lesquels des décisions ont été prises au sujet d'exemptions à une politique donnée. **Usages compatibles** : Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. **Normes de conservation et de destruction** : Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). **Renvoi au dossier #** : SCT DPP 360 **Enregistrement (SCT)** : 002570 **Numéro de fichier** : SCT PCE 726

Présentations au conseil du Trésor

Description : Ce fichier renferme des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et organismes en vue d'obtenir des autorisations en matière d'administration de personnel ou autres, que le Conseil du Trésor est habilité à accorder. Ce fichier a pour but d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. **Catégorie de personnes** : Ces renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant. **But** : Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministères et organismes au sujet des employés actuels et antérieurs d'une institution gouvernementale. **Normes de conservation et de destruction** : Les normes de conservation et de destruction sont à déterminer. **Note** : Les renseignements recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direction: SCT PCE 736. **Enregistrement (SCT)** : 003562 **Numéro de fichier** : SCT PCE 701

Primes d'encouragement

Description : Ce fichier contient de l'information sur les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la Fonction publique. **Catégorie de personnes :** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral. **But :** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Les dossiers opérationnels sont conservés pendant au moins deux ans, et ensuite détruits; les dossiers financiers pendant six ans, puis détruits, et les dossiers sur l'établissement de précédents sont conservés pendant vingt-cinq ans, et ensuite détruits (sujet à l'approbation des Archives nationales du Canada). **No. APC :** 76-016 (modification 1) **Renvoi au dossier # :** TBS APB 110 **Enregistrement (SCT) :** 001133 **Numéro de fichier :** SCT PCE 702

Programme d'incitation à la retraite anticipée volontaire destiné à la catégorie de la gestion

Description : Ce fichier contient des renseignements sur la nature, le but et les exigences d'admissibilité du programme, ainsi que des rapports des ministères montrant les postes libérés et les montants versés aux participants du programme à titre d'indemnités incitatives 1985. **Catégorie de personnes :** Membres du groupe de la direction classés aux niveaux SM-EM 5 qui ont quitté la Fonction publique aux termes des dispositions du programme d'incitation à la retraite anticipée volontaire. **But :** Le fichier a pour but de réunir des renseignements sur les noms et la composition du groupe relevé, et sur les coûts associés au programme d'incitation. **Usages compatibles :** Il sert à administrer l'interdiction, tant de recruter à nouveau par voie de nomination, que de passer des marchés de services avec les anciens fonctionnaires qui ont reçu une indemnité forfaitaire d'incitation à la retraite anticipée volontaire, et à déterminer l'incidence du programme sur les ressources humaines. **Normes de conservation et de destruction :** Les dossiers portant sur des particuliers sont conservés pendant une période de 10 ans, après quoi ils sont détruits. **No. APC :** 69-003 (modification 14) **Renvoi au dossier # :** SCT DPP 380 **Enregistrement (SCT) :** 001963 **Numéro de fichier :** SCT PCE 722

Programme des langues officielles d'affectations de formation

Description : Ce fichier renferme le contenu de demandes et de renseignements d'appui des employés, qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles dans les ministères,

organismes, sociétés d'État et leurs filiales, qui tombent sous le coup de la Loi sur les langues officielles, pour leur participation à ce programme d'affectations de formation. **Catégorie de personnes :** Employés qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles au sein des organismes qui tombent sous le coup de la Loi sur les langues officielles. **But :** Ce fichier sert à inscrire les employés des ministères ou organismes qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles pour que leur participation, à ce programme d'affectations de formation, soit considérée au sein d'autres organismes. **Usages compatibles :** Les organismes font parvenir les demandes et les renseignements d'appui des employés désirant participer à ce programme d'affectations de formation à la Direction des langues officielles. La Direction des langues officielles utilisera les renseignements pour identifier les demandes recevables pouvant être référées aux organismes ayant identifié des affectations de formation correspondant aux demandes reçues. **Normes de conservation et de destruction :** Deux ans après qu'un employé a reçu ce type de formation, son dossier sera détruit. **Renvoi au dossier # :** SCT DLO 260 **Enregistrement (SCT) :** 001586 **Numéro de fichier :** SCT PCE 713

Prolongation du délai pour présenter un grief

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. **But :** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. **Usages compatibles :** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé et le reste est détruit. **No. APC :** 69-003 (modification 11) **Renvoi au dossier # :** SCT DRT 440, 470 **Enregistrement (SCT) :** 001744 **Numéro de fichier :** SCT PCE 721

Régimes de pensions spéciaux

Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants. **Catégorie de personnes :** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenant-gouverneurs, aux régimes de pensions établis par la Société de caisse de retraite de la certaine commission internationale des pêcheurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés. **But :** Ce fichier

sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension nommées à la section "Catégorie de personnes" ci-dessus. **Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chemises cartonnées sur les pensions de retraite (ASC PCE 702) d'Approvisionnement et Service Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les documents sont gardés pendant 25 ans avant d'être détruits, à l'exception des documents relatifs aux gouverneurs généraux, aux lieutenants-gouverneurs et aux membres du Parlement, qui sont transmis à la Direction des ressources historiques. **Enregistrement (SCT) :** 003561 **Numéro de fichier :** SCT PCE 734

Système d'information sur la classification des postes du groupe de la direction

Description : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans la fonction publique. Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministères et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique). **But :** Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministères et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. **Normes de conservation et de destruction :** Après cinq ans, les données sont envoyées aux Archives publiques qui leur attribuent une valeur secondaire. **Renvoi au dossier # :** TSB HRP400 **Enregistrement (SCT) :** 003583 **Numéro de fichier :** SCT PCE 736

Système d'information sur le personnel supérieur

Description : Ce fichier renferme des données de gestion sur les cadres supérieurs de la fonction publique. **Catégorie de personnes :** Ces

renseignements se rapportent à tous les employés fédéraux de la catégorie de la gestion ou l'équivalent dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. **But :** Le système fournit de l'information et représente un outil de dotation, de surveillance et d'analyse des programmes en ce qui a trait à la classification, aux nominations, à la rémunération et à l'évaluation du rendement du personnel supérieur de la fonction publique. Il fournit aussi de l'information servant à établir et à surveiller les niveaux de l'effectif de chaque ministère. **Usages compatibles :** Le système fournit de l'information, sur les cadres supérieurs, nécessaire à la surveillance et à l'analyse de la classification, des nominations, de la rémunération et des évaluations de rendement. de plus, il est utile à la recherche et à la compilation de statistiques. **Normes de conservation et de destruction :** Les Archives nationales revoient actuellement la valeur archivistique de ce système. À la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. **Note :** Les renseignements recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direction.

Enregistrement (SCT) : 003612 **Numéro de fichier :** STC PPE 715

Système d'examen des normes de classification

Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant indirectement des données par l'intermédiaire du Système de collecte de données sur les postes (SCDP) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le numéro d'assurance sociale (NAS) sera retiré progressivement et remplacé par un code d'identification appliqué à chaque fonctionnaire fédéral. **Catégorie de personnes :** Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. **But :** La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. **Usages compatibles :** La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en œuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. **Normes de conservation et de destruction :** Cinq ans, sous réserve de l'approbation de l'archiviste national. **Enregistrement (SCT) :** 003559 **Numéro de fichier :** SCT PCE 733

Système d'information des exclusions

Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :**

Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** Les informations d'intérêt pour les activités de gestion du personnel sont recueillies en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages**

compatibles : Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la

Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510

Enregistrement (SCT) : 002320 **Numéro de fichier :** SCT PCE 714

Système d'information des titulaires

Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce

système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 002316 **Numéro de fichier** : SCT PCE 723

Système d'information sur la formation et le perfectionnement

Description : Ce fichier renferme le dossier de formation et de perfectionnement de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom et la classification de l'employé. On y retrouve également des données sur le type, la durée, l'emplacement et les divers coûts des cours de formation suivis par l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes** : Toutes les personnes qui ont suivi des cours de formation ou de perfectionnement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs

généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la formation et le perfectionnement pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Systèmes sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 002324 **Numéro de fichier** : SCT PCE 719

Système d'information sur la gestion du personnel

Description : Le Système d'information sur la gestion du personnel est un système central mixte composé d'un certain nombre de sous-systèmes renfermant des données de gestion sur les fonctionnaires fédéraux : fiches des employés, relevés des présences et des congés, heures supplémentaires, rémunération et avantages sociaux, exclusions, formation et perfectionnement, langues officielles et évaluations de rendement. **Catégorie de personnes** : Tous les

employés fédéraux dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. **But :** Le fichier a été dressé dans le but de fournir à l'employeur des données statistiques sur la gestion du personnel dont se sert le Conseil du Trésor lors des négociations collectives avec les syndicats de la fonction publique; on l'utilise aussi pour constituer un dossier d'emploi de chaque fonctionnaire dans les institutions gouvernementales, et permettre un contrôle des employés d'après leur lieu de travail. **Usages compatibles :** Ce fichier fournit des renseignements statistiques provenant du fichier des données sur les groupes visés par l'équité en matière d'emploi en vue de mettre en place et d'évaluer les politiques fédérales dans ce domaine. **Normes de conservation et de destruction :** Les fichiers sont retenus dix ans, puis détruits. **Renvoi au dossier # :** SCT DDA 921, 925 **Enregistrement (SCT) :** 001957 **Numéro de fichier :** SCT PCE 705

Système d'information sur les langues officielles (SILO)

Description : Le SILO est un fichier central contenant des renseignements sur les postes établis et leurs titulaires. Le fichier contient des renseignements notamment sur les exigences linguistiques des postes, les niveaux de connaissance linguistique, les profils linguistiques, la classification des postes, la classification des employés, la première langue officielle, la situation linguistique des titulaires et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sur les postes proviennent des ministères et organismes au moyen de la formule FILO-A5 tandis que toute l'information sur les titulaires est tirée du Système d'information des titulaires (SCT PCE 723) et du fichier Évaluation de langue seconde de la Commission de la Fonction publique. De son côté, le SILO transmet certaines des données au Module informatisé sur la formation linguistique (MIFL). **Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période déterminée de plus de trois mois dans les ministères ou organismes fédéraux ainsi que ceux de certains autres organismes gouvernementaux en vertu d'un accord spécial. **But :** En vertu des politiques des langues officielles, ce fichier a pour but de fournir des renseignements précis et opportuns afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre, le contrôle et l'évaluation du Programme des langues officielles dans la Fonction publique. **Usages compatibles :** Les renseignements sont utilisés tant par les ministères visés que par les agences centrales à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur le Programme des langues officielles. On se sert de ce système pour établir des liaisons avec les fichiers suivants : Système

Versement/Retenues (SCT PCE 716), Système d'information des titulaires (SCT PCE 723), Système de collecte de données sur les postes (SCT PCE 725) de même que le fichier Évaluation de langue seconde de la Commission de la Fonction publique. Toutes les liaisons effectuées sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les fichiers produits au trimestre sont conservés pour une période de 25 ans et les fichiers mensuels de transactions pour 5 ans. **Enregistrement (SCT) :** 002851 **Numéro de fichier :** SCT PCE 703

Système d'information sur les ressources humaines

Description : Ce système renferme les données actuelles sur tous les membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. Ces données sont mises à jour à tous les mois à l'aide du Système d'information sur les titulaires et à tous les trimestres au moyen du Système d'information des ressources de gestion. **Catégorie de personnes :** Certains membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. **But :** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. **Usages compatibles :** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. La banque de données sert à élaborer et à analyser les changements apportés aux régimes de rémunération. Des propositions sont mises au point après consultation du Bureau du Conseil privé. Les données groupées sont soumises à l'examen du Comité de la rémunération des cadres (Comité Burns) pour qu'il formule des recommandations. **Normes de conservation et de destruction :** Ces données sont conservées pendant une période de cinq ans après quoi elle sont envoyée aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données ont de la valeur sur le plan historique. **Enregistrement (SCT) :** 002854 **Numéro de fichier :** SCT PCE 731

Système de collecte de données sur les postes

Description : Ce fichier renferme le dossier de classification de poste de chaque employé de l'administration fédérale. La fiche de poste comporte le numéro d'assurance sociale. On y retrouve également des données sur la classification du poste. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail

dans la Fonction publique, annexe 1, partie 1. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu; **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers trimestriels principaux et les dossiers de modification sont conservés pendant une période de cinq ans. Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25

ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510

Enregistrement (SCT) : 002318 **Numéro de fichier :** SCT PCE 725

Système de rapports sur les congés

Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et

le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada.

Renvoi au dossier # : SCT DRT 510 **Enregistrement (SCT)** : 002323 **Numéro de fichier** : SCT PCE 718

Système de rapports sur les services supplémentaires

Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique, annexe 1, partie 1. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'utilisation du surtemps et des services supplémentaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles** : Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière

d'emploi, Statistique Canada, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier #** : SCT DRT 510 **Enregistrement (SCT)** : 002322 **Numéro de fichier** : SCT PCE 717

Système de surveillance du réaménagement des effectifs (SSRE)

Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). **Catégorie de personnes** : Tous les employés, à l'exception des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la Partie 1 de l'Annexe 1 de la LRTFP; qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) et qui démissionnent avant la fin de la période de priorité d'excédentaire, entre le 18 juillet 1987 et le 31 mars 1991; qui, conformément à la politique de réaménagement des effectifs, reçoivent une rémunération forfaitaire en remplacement de la partie non expirée de la période de priorité d'excédentaire.

But : Le 18 juillet 1987, le Conseil du Trésor du Canada a autorisé les administrateurs généraux à approuver une rémunération forfaitaire maximale de six mois en remplacement de la partie non expirée de la période de priorité d'excédentaire, dans le cas d'employés qui ont démissionné avant la fin de leur période de priorité d'excédentaire, entre le 18 juillet 1987 et la date de "clôture", le 31 mars 1991. Ce système a servi à surveiller la mise en oeuvre de cette disposition particulière de la politique de réaménagement des effectifs et à déterminer si les ministères s'y conformaient en permanence. **Usages compatibles** : Le SSRE a été mis au point à l'intention du Groupe de la politique et des procédures (GPP) du Secrétariat du Conseil du Trésor. Des rapports périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les

employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis au GPP. **Normes de conservation et de destruction** : Les fichiers principaux mensuels du SSRE sont conservés pendant six mois. Les Archives nationales revoient actuellement la valeur archivistique de ce système. À la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. **Enregistrement (SCT)** : 002855 **Numéro de fichier** : SCT PCE 732

Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion

Description : Le système renferme des données à jour pour tous les membres du groupe de la direction qui travaillent dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. Ces données sont mises à jour tous les mois dans le système des titulaires et tous les trois mois, dans le système de gestion de l'information sur les ressources. **Catégorie de personnes** : Membres du groupe de la direction qui travaillent actuellement dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. **But** : Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du groupe de la direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques.

Usages compatibles : Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du groupe de la direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. Le fichier de renseignements sert à modéliser et à analyser les changements que l'on propose d'apporter aux régimes d'avantages sociaux. Les propositions sont élaborées en consultation avec le Bureau du Conseil privé. Les données compilées sont présentées au Comité sur les avantages sociaux à l'intention des cadres de gestion (comité Burns) qui l'examine et fait des recommandations. **Normes de conservation et de destruction** : Ces données sont conservées pendant une période de cinq ans après qu'elles sont envoyées aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données avaient une valeur historique. **Enregistrement (SCT)** : 002853 **Numéro de fichier** : SCT PCE 730

Système sur les congés sans solde

Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. **Catégorie de personnes** :

Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But** : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. **Usages compatibles** : On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au**

dossier # : SCT DRT 510 **Enregistrement (SCT) :** 002325 **Numéro de fichier :** SCT PCE 720

Système Versements/Retenues

Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'Administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le traitement, le nom, et la classification de l'employé. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'Administration fédérale. **Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. **But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et

organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Renvoi au dossier # :** SCT DRT 510 **Enregistrement (SCT) :** 002321 **Numéro de fichier :** SCT PCE 716

Fichiers particuliers

Plaintes – Commission canadienne des droits de la personne

Description : Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour but d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. **Catégorie de personnes :** Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le conseil du Trésor auprès de la Commission canadienne des droits de la personne. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. **Usages compatibles :** Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. **Normes de conservation et de destruction :** Les normes de conservation et de destruction sont à déterminer. **Enregistrement (SCT) :** 003563 **Numéro de fichier :** SCT PPE 803

Plaintes de harcèlement

Description : Ce fichier contient la correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcèlement. Ce fichier a pour but d'emmagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement.

Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. **Catégorie de personnes :** Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcèlement. **But :** Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. **Usages compatibles :** Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches.

Normes de conservation et de destruction : Les normes de conservation et de destruction sont à déterminer. **Renvoi au dossier # :** SCT DPP 340

Enregistrement (SCT) : 003582 **Numéro de fichier :** SCT PPE 804

Primes pour services exemplaires

Description : Le fichier comprend des informations sur les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. **Catégorie de personnes :** Tous les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires. **But :** Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. **Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. **Normes de conservation et de destruction :** Les dossiers sur les opérations sont conservés au moins deux ans, les dossiers sur les finances, six ans, et les dossiers sur les précédents, 25 ans. À la fin des périodes susmentionnées, tous ces dossiers sont détruits. **Renvoi au dossier # :** SCT CDS 021 **Enregistrement (SCT) :** 001581 **Numéro de fichier :** SCT PPE 802

Programme de perfectionnement par affectation
Description : Le fichier peut contenir des curriculum vitae, de évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères. **But :** Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. **Usages compatibles :** Les renseignements servent à établir les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant deux ans après la fin de l'affectation ou deux ans d'inactivité (aucune affectation). **Renvoi au dossier # :** CFP PCE 762 **Enregistrement (SCT) :** 002869 **Numéro de fichier :** SCT PPE 805

Programme de perfectionnement par affectation

Description : Le fichier peut contenir des curriculum vitae, de évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. **Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une

affectation au Conseil du Trésor ou à d'autres ministères.

But : Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. **Usages compatibles :** Les renseignements servent à établir les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant deux ans après la fin de l'affectation ou deux ans d'inactivité (aucune affectation). **Renvoi au dossier # :** CFP PCE 762 **Enregistrement (SCT) :** 002869 **Numéro de fichier :** SCT PPE 805

Voyages et réinstallations et autres dépenses

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse; de frais de cotisations, de frais d'inscription ainsi que de paiements divers. **Catégorie de personnes :** Employés du Secrétariat du Conseil du Trésor. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement aux employés. **Usages compatibles :** L'information sert à des fins administratives, en particulier, l'approbation des questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. APC :** 85-001 **Renvoi au dossier # :** SCT DPP 080, 090 **Enregistrement (SCT) :** 001135 **Numéro de fichier :** SCT PPE 801

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse; de frais de cotisations, de frais d'inscription ainsi que de paiements divers. **Catégorie de personnes :** Employés du Secrétariat du Conseil du Trésor. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement aux employés. **Usages compatibles :** L'information sert à des fins administratives, en particulier, l'approbation des questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. **Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. APC :** 85-001 **Renvoi au dossier # :** SCT DPP 080, 090 **Enregistrement (SCT) :** 001135 **Numéro de fichier :** SCT PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires
Présences et congés
Primes d'encouragement

Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement

Conseil national des produits agricoles

Chapitre 61

Une partie des renseignements sur les employés du Conseil national des produits agricoles est détenue par Agriculture Canada.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Conseil national de recherches Canada

Chapitre 62

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Conseil. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 000959 **Numéro de fichier :** CNR PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation en personnel; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches

de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateurs relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des comités de dotation en personnel; les examens et les résultats d'examen; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur l'âge, le sexe et le niveau des études. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes :** Employés du Conseil national de recherches. **But :** Ce fichier contient les renseignements qui sont utilisés pour la dotation de postes au sein du Conseil national de recherches. **Usages compatibles :** Les renseignements peuvent aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après la dernière action administrative et sont ensuite détruits. **No. APC :** 86-001 **Renvoi au dossier # :** CNR PSA 745 **Enregistrement (SCT) :** 002438 **Numéro de fichier :** CNR PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés du Conseil national de recherches du Canada.

But : Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du Conseil national de recherches. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, et au licenciement au cours d'une période probatoire d'emploi pour une durée déterminée. **Usages compatibles :** Les renseignements servent également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de cinq ans. Après cette période, les dossiers sont détruits. **No. APC :** 85-001 **Enregistrement (SCT) :** 002201 **Numéro de fichier :** CNR PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilés à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont libres de fournir ces renseignements, s'ils appartiennent à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers.

Catégorie de personnes : Employés du Conseil national de recherches du Canada. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des

membres des groupes désignés avec celle des autres groupes au sein du CNRC et de leurs homologues sur le marché du travail en général. **Usages compatibles :** Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en matière d'emploi du CNRC, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer le cas échéant et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et représentés d'une manière équitable au sein du Conseil national de recherches. Les données peuvent également être utilisées pour l'élaboration et la mise en oeuvre de politiques associées à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les critères de destruction de documents contenus dans ce fichier ne sont pas encore été établis. **No. APC :** 85-001 **Enregistrement (SCT) :** 002202 **Numéro de fichier :** CNR PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Construction de Défense Canada

Chapitre 63

Fichiers particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports

d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de Construction de la défense. **But :** Ce fichier contient des renseignements concernant

des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No.**

APC : 85-001 **Enregistrement (SCT) :** 000693 **Numéro de fichier :** CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Corporation commerciale canadienne

Chapitre 64

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Défense nationale

Chapitre 65

Fichiers particuliers

Assistance judiciaire aux membres des Forces canadiennes

Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec le militaire qui nécessite les services d'un avocat. Pour consulter ce fichier, il faut indiquer ses nom et prénoms,

son numéro matricule et le lieu de l'entrevue. **Catégorie de personnes :** Les membres des Forces canadiennes et des militaires américains en poste au Canada. **But :** Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des Forces canadiennes et à des militaires américains en poste au Canada. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans. **No. APC :** 69-014 **Renvoi au dossier # :** MDN JAG 015 **Enregistrement (SCT) :** 000221 **Numéro de fichier :** MDN PPE 857

Aumônerie militaire

Description : Ce fichier contient les dossiers des aumôniers des Forces canadiennes ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. Pour y avoir accès, il faut indiquer nom et prénoms, numéro matricule, grade et religion.

Catégorie de personnes : Les aumôniers des Forces canadiennes. **But :** Ces documents servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail. **Normes de conservation et de destruction :** Les dossiers sont détruits après trois ans. **No. APC :** 69-014 **Renvoi au dossier # :** MDN AGP 470, MDN AGC 485 **Enregistrement (SCT) :** 000176 **Numéro de fichier :** MDN PPE 807

Banque du personnel militaire des unités

Description : Ce fichier contient des documents sur l'enrôlement, des certificats de naissance et de mariage, des actes de séparation, des jugements en matière de divorce (provisaires et définitifs), des rapports de cours, des fiches de conduite, des renseignements généraux sur l'emploi, des déclarations de résidence ordinaire, des enveloppes d'évaluation de conditionnement physique, dossier des emplois à l'unité (DEU), et peut contenir les rapports d'appréciation du rendement de la Force de réserve et la documentation ayant trait aux versements obligatoires. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, numéro matricule, grade, code d'emploi militaire et l'unité. **Catégorie de personnes :** Les membres de la Force régulière et de la Force de réserve.

But : Le fichier contient le double d'accompagnement des dossiers sur tous les membres du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. **Usages compatibles :** Conformément à la Loi électorale du Canada, les listes des électeurs des Forces canadiennes et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité. **Normes de conservation et de destruction :** Un an après la date de libération du militaire, les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada. Les dossiers de la Force de réserve sont transférés au Centre des documents du personnel, trois ans après la libération. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000204 **Numéro de fichier :** MDN PPE 836

Code régissant les conflits d'intérêts et l'après-mandat – Militaire

Description : Ce fichier comprend le document attestant que les titulaires de charge publique comprennent le Code, des documents confidentiels indiquant les biens, les exigibilités et la participation à des activités extérieures selon les dispositions de l'OAF 19-37, et peut contenir des rapports d'enquêtes et des pièces de correspondance concernant des conflits réels ou éventuels entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles. Il peut aussi contenir des rapports et de la correspondance concernant des offres d'emploi concrets et éventuels. Pour consulter ce fichier, il faut donner les nom et prénoms, le numéro de matricule et le grade.

Catégorie de personnes : Les militaires membres des Forces canadiennes régulières et les membres de la Réserve en période de service continu. **But :** Ce fichier renferme des renseignements nécessaires pour appliquer le Code régissant les conflits d'intérêts et l'après-mandat pour les personnes titulaires d'une charge publique au sein des Forces canadiennes; il a également pour objet de tenir un registre des conflits d'intérêts éventuels et de leur règlement, ou de toute mesure d'observation d'après-mandat. **Usages compatibles :** Les renseignements du fichier servent également à résoudre des conflits d'intérêts réels et éventuels, et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un titulaire de charge publique quant à la manière de traiter avec l'ancien membre. **Normes de conservation et de destruction :** Le Ministère conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. **No. APC :** 85-001 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 001966 **Numéro de fichier :** MDN PPE 864

Comité de sélection des officiers – Programmes de perfectionnement universitaire et de formation de spécialistes

Description : Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : études supérieures, formation universitaire (officiers), programme militaire d'études en médecine, études en droit, études dentaires, études pharmaceutiques et études d'aumônier. Chaque dossier peut contenir les critères de sélection, les délibérations, les conclusions, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis), les lettres de l'offre ou du refus aux candidats et les instructions d'affectation subséquentes. Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. Les personnes qui désirent consulter ces dossiers doivent indiquer leur nom et prénoms, grade, numéro matricule, code d'emploi militaire, programme en particulier et l'année où elles ont présenté leur demande.

Catégorie de personnes : Les officiers des Forces canadiennes qui ont présenté une demande pour les programmes d'études énumérés. **But :** Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. **Usages compatibles :** Référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 002273 **Numéro de fichier :** MDN PPE 848

Commissions d'enquête/enquêtes sommaires

Description : Ce fichier contient un compte rendu des délimitations du sujet des enquêtes, et les preuves fournies, les conclusions présentées et les recommandations faites par des commissions d'enquête ou par l'enquêteur. Les dossiers sont classés par incidents et endroits, et on peut y avoir accès en indiquant le numéro de matricule, le nom, le grade, le code d'emploi militaire de la personne en question, ainsi que le genre et l'année de l'incident. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ce fichier constitue un dossier sur les enquêtes ouvertes ou statuées par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à la conduite, à la discipline, à l'administration ou aux fonctions des Forces canadiennes, ou à tout commandement, formation, base, autre unité ou élément de ces dernières, ou toute question concernant un membre quelconque des Forces canadiennes. Il permet de définir le motif des enquêtes ainsi que les responsabilités des personnes concernées, et sert à déterminer les mesures correctives qui s'imposent. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant trois années civiles. Les dossiers d'enquêtes portant sur les blessures sont gardés jusqu'à la libération du militaire puis envoyés au Centre national des documents du personnel aux Archives nationales du Canada. Les dossiers d'enquêtes portant sur les décès sont gardés jusqu'à ce que les formalités administratives soient terminées; ils seront ensuite transférés aux Centre national des documents. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716 ou APC PCE 717. **No. APC :** 69-014 **Enregistrement (SCT) :** 000201 **Numéro de fichier :** MDN PPE 832

Conseil de promotion des membres du personnel non-officier – liste des candidats selon l'ordre de mérite

Description : Ce fichier contient exclusivement, pour chaque individu, le numéro matricule; le grade; le nom et les initiales; la classification; le code d'emploi militaire; la principale langue officielle; la langue seconde; les dates d'ancienneté, d'enrôlement, de naissance et de libération; le sexe (jusqu'en 1986 seulement); la note selon le mérite; la qualification et l'ancienneté dans le grade. Le dossier sert pour l'année de promotion pour laquelle il a été établi. Les dossiers d'un membre sont

disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant leur numéro matricule, le grade, les nom et prénom, ou le nom de famille précédent (s'il y a lieu), le code des emplois militaire ou le(s) code(s) des emplois militaires antérieur(s) (s'il y a lieu) et l'année de la promotion au grade actuel. **Catégorie de personnes :** Le personnel non-officier des grades de Caporal à Adjudant-maître des Forces canadiennes (Force régulière), inclusivement. Dans le cas du grade d'adjudant-chef, les renseignements sont disponibles jusqu'en 1986 seulement. **But :** Ce fichier a pour but de maintenir un état nominatif du personnel non-officier selon l'ordre de mérite établi par le Conseil de promotion du personnel non-officier. Le Conseil de promotion est convoqué annuellement pour évaluer le personnel non-officier utilisant un système fondé sur le rendement et les possibilités. Cette liste de mérite sert à sélectionner les candidats pour une promotion, un cours de formation, une conversion de période de service, un emploi et une formation spécialisée. **Normes de conservation et de destruction :** Depuis 1979, les dossiers sont conservés vingt ans à des fins statistiques, puis détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000209 **Numéro de fichier :** MDN PPE 841

Conseil de promotion des officiers – liste des candidats selon l'ordre de mérite

Description : Le rapport de la Commission d'étude comprend entre autres une liste des officiers par ordre de mérite, et les renseignements suivants sur chaque officier : position sur la liste de mérite, numéro matricule, nom, initiales, classement, code des emplois militaires (CEM), grade actuel, anciennetés actuelle et précédente et date d'entrée dans la zone de promotion. S'il y a lieu, le rapport de la Commission d'étude renferme des renseignements personnels sous forme de conclusions et de recommandations. Ce fichier contient également les offres, l'acceptation ou le refus, d'une période d'engagement spécial de durée indéterminée et indéfinie (selon le cas). Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant le nom au complet de l'officier, son numéro matricule, son grade pour chaque année indiquée dans la demande, y compris la date de promotion à chaque grade, le ou les CEM antérieur(s) (s'il y a lieu), la date de changement de CEM (s'il y a lieu), la date initiale de toute période de prolongation de service (s'il y a lieu) et les dates de libération et de réengagement (s'il y a lieu). **Catégorie de personnes :** Les officiers des Forces canadiennes (Forces régulières). **But :** Ce fichier contient des renseignements personnels et les listes des officiers par ordre de mérite établies par les commissions d'étude des promotions des officiers. Ces 25 commissions se réunissent une fois par année pour évaluer les officiers par ordre de mérite en se basant sur leur rendement et leurs compétences. Les renseignements personnels et les listes des officiers par ordre de mérite servent à choisir les officiers qui seront promus ou participeront à des cours, à déterminer les aptitudes d'une personne pour un emploi ou à effectuer la conversion des

engagements de service. Ils sont aussi utilisés par les commandants pour le développement professionnel et l'avancement de carrières. **Normes de conservation et de destruction** : Les dossiers sont conservés depuis 1979 et sont disponibles. Ceux-ci et les futurs dossiers seront conservés pour vingt (20) ans aux fins statistiques et de promotion, et détruits par la suite. **No. APC** : 69-014 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000208 **Numéro de fichier** : MDN PPE 840

Conseils médicaux de révision des carrières

Description : Ce fichier contient la catégorie médicale de la personne en question, les recommandations des autorités médicales militaires, du Médecin-chef du Commandement, du Directeur des carrières militaires, le rapport de l'Agent de sélection (dans certains cas), renseignements personnels soumis par le membre, les recommandations des autorités militaires, un certificat médical préparé par le personnel du chef du Service de santé, ainsi que les décisions du conseil médical. Les personnes concernées sont invalides ou inaptes à exercer leurs fonctions. Le fichier inclut également les militaires aptes à s'acquitter de leurs fonctions, avec et sans restrictions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire, le sujet, date, mois et année du comité. **Catégorie de personnes** : Les membres des Forces canadiennes et les membres de la Force de réserve en service de réserve classe «C» du grade de major ou d'un grade inférieur. **But** : Ce fichier a pour but d'enregistrer les décisions prises par les conseils médicaux de révision des carrières convoqués pour décider des dispositions à prendre pour les membres de la Force régulière et de la Force de Réserve en service de réserve de classe «C» du grade de major ou d'un grade inférieur et dont la catégorie médicale est inférieure à celle requise pour exercer les fonctions de leur classification. **Usages compatibles** : Records historiques et référence **Normes de conservation et de destruction** : Les dossiers sont conservés en permanence uniquement à des fins statistiques et historiques. **No. APC** : 69-014 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000183 **Numéro de fichier** : MDN PPE 814

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes

Description : Ce fichier contient toutes les demandes de renseignements présentées au ministère de la Défense nationale par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut y avoir accès en indiquant ses nom et prénoms, grade, classification ou code d'emploi militaire (s'il y a lieu). **Catégorie de personnes** : Les membres des Forces canadiennes et les employés civils du Ministère. **But** : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de

demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. **No. APC** : 69-014 **Renvoi au dossier #** : MDN ACP 610 **Enregistrement (SCT)** : 000218 **Numéro de fichier** : MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada

Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer ces dossiers, il faut indiquer le nom de la personne à charge et sa date de naissance, celui du militaire ainsi que leur lien de parenté, les nom et prénoms du militaire, son numéro matricule, son grade et son code d'emploi militaire. **Catégorie de personnes** : Les membres des Forces canadiennes et les personnes à charge supplémentaire des membres. **But** : Ce fichier constitue un dossier sur les personnes à charge supplémentaire des membres des Forces canadiennes en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. **Normes de conservation et de destruction** : Les dossiers sont détruits après deux années civiles. **No. APC** : 69-014 **Renvoi au dossier #** : MDN DRA 450 **Enregistrement (SCT)** : 000178 **Numéro de fichier** : MDN PPE 809

Désignation des prisons militaires et des casernes de détention

Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur l'admission, la discipline, l'entretien des effets personnels, la remise de peine et la libération. On peut obtenir les dossiers en donnant le numéro matricule, le nom, le numéro d'identification de détention, le lieu et les dates d'incarcération. **Catégorie de personnes** : Les personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires. **But** : Ce fichier sert à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, à faciliter le calcul de nombre de jours de remise obtenus par un détenu et à participer au processus de prise de décision relatif à ce nombre de jours. **Normes de conservation et de destruction** : Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation

administrative. **No. APC :** 69-014 **Enregistrement (SCT) :** 001765 **Numéro de fichier :** MDN PPE 863

Distinctions et récompenses militaires

Description : Ce fichier contient une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant des navires, des édifices, la royauté, le gouverneur général, les citoyennetés d'honneur, et des activités connexes comme les cérémonies commémoratives de l'unité. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, date de naissance, grade et codes d'emplois militaires, date et événement en question. **Catégorie de personnes :** Les militaires des Forces canadiennes et les employés civils du Ministère. **But :** Ce fichier a pour but d'établir et de tenir un dossier des distinctions et récompenses décernées aux membres des Forces canadiennes, ainsi que d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DDC 420, MDN DDC 445 **Enregistrement (SCT) :** 000192 **Numéro de fichier :** MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité

Description : Ce fichier contient des renseignements personnels, des casiers judiciaires, des analyses de sécurité des rapports d'enquête, des vérifications de solvabilité de la correspondance connexe, des documents générés par le Comité de révision des autorisations de sécurité et les appels logés du Comité de surveillance des activités de renseignements de sécurité. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Ces dossiers contiennent des renseignements personnels traitant du sujet, sa famille immédiate, les noms et observations de ses employeurs précédents et leurs observations, les noms des personnes citées à titre de référence et leurs remarques et, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui ont accès à des renseignements délicats ou à des biens du gouvernement; ou accès à des sommes d'argent, des drogues et du matériel dangereux, ou qui sont responsables du bien-être de personnes sous garde ou sous surveillance. Les personnes qui veulent obtenir des renseignements particuliers doivent spécifier les

documents qu'elles désirent consulter afin d'accélérer l'acheminement de leur demande. Les dossiers sont classés selon le nom de famille, les initiales et la date de naissance de l'individu. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés du ministère (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. **But :** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents servant à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à des renseignements de nature délicate, à des biens de valeur, ou à du matériel dangereux dont elle assurerait la garde et la surveillance. **Usages compatibles :** Les données peuvent être utilisés dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du Ministère. Ils peuvent également être utilisés au cours d'enquêtes licites. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que les employés atteignent l'âge de 67 ans, puis sont détruits à conditions que l'on n'y ait pas référé au cours des deux dernières années. **No. APC :** 69-014 **Enregistrement (SCT) :** 001782 **Numéro de fichier :** MDN PPE 834

Dossier des articles de la solde

Description : Ce fichier contient des données sur la solde et les indemnités touchées par les membres des Forces canadiennes (Force régulière) et des militaires en service de réserve (classe «C»), actuels et anciens, depuis 1947. On y trouve aussi les déductions comme l'impôt sur le revenu, les cotisations aux régimes de pension, au Régime du pension du Canada et les contributions à l'assurance chômage, aux régimes d'assurance-maladie et d'assurance-hospitalisation, les paiements figurant sur les feuilles d'émargement et ceux versés à des tiers par voie de délégation de solde, et y compris la documentation ayant trait aux versements obligatoires. Pour consulter les dossiers de ce fichier, il faut indiquer nom et prénoms, numéro matricule, et numéro d'assurance sociale. **Catégorie de personnes :** Les membres des Forces canadiennes (Force régulière) et des militaires en service de réserve classe «C». **But :** Ce fichier a pour objet d'enregistrer les articles individuels de solde des membres des Forces canadiennes (Force régulière) et des militaires en service de réserve classe «C». Il permet au système centralisé de la solde par ordinateur de déterminer et d'enregistrer les montants de la solde revenant aux militaires et les déductions applicables. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et

d'évaluation des politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu, de la Loi sur l'assurance-chômage et du Régime de pensions du Canada les documents à l'appui des retenues et de la solde, (y compris le numéro d'assurance sociale), sont fournis aux ministères des Approvisionnement et Services et du Revenu national (Impôt). **Normes de conservation et de destruction :** Les données du fichier central de la solde sont enregistrées sur microfilms à intervalles réguliers et détruits après 54 ans. **No. APC :** 69-014 **Renvoi au dossier # :** MDN BDF 765 **Enregistrement (SCT) :** 000222 **Numéro de fichier :** MDN PPE 858

Dossier des empreintes digitales à la Défense nationale

Description : Ce fichier contient les renseignements suivants sur les membres, anciens et actuels, des Forces canadiennes et sur les employés civils, anciens et actuels, du Ministère et sur les membres des Forces alliées en service au Canada : empreintes digitales, numéro de la SED, numéro matricule/civil CID, nom, signature, sexe, date et lieu de naissance, date et lieu d'enrôlement, occupation ou métier, couleur des cheveux et des yeux, taille, poids, teint, cicatrices, amputations, taches de naissance, difformités, tatouages, date et lieu où ont été prises les empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter ces dossiers doivent fournir leur nom, numéro matricule/civil (CID) et, comme preuve de leur identité, ils doivent également fournir leur empreinte digitale à l'encre noir. Elles doivent également fournir leurs empreintes digitales à l'encre noire. **Catégorie de personnes :** Les membres anciens et actuels des Forces canadiennes; les employés civils, anciens et actuels du Ministère de la Défense nationale; les membres des Forces alliées en service au Canada. **But :** Ce fichier sert à fournir un moyen infailliable d'identification du personnel en service actif ou libéré qui aurait pût avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre ou de paix. Les empreintes digitales peuvent également être utilisées par le Ministère pour les enquêtes relatives à la fiabilité et à l'habilitation de sécurité en vue de la sélection du personnel. **Usages compatibles :** Les usages sont la vérification de l'identité du personnel et peut être utilisée pour les enquêtes de sécurité et de fiabilité de ses employés. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Ministère jusqu'à ce que l'individu ait atteint l'âge de 90 ans et sont ensuite détruits, ou sont conservés de façon permanente si on leur accorde une valeur historique. Les empreintes digitales du personnel des Forces alliées sont détruites après l'expiration de la période d'affectation au Canada. **No. APC :** 69-014 **Enregistrement (SCT) :** 000170 **Numéro de fichier :** MDN PPE 801

Dossier des pensions

Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des données concernant l'état civil de membres des Forces canadiennes et des personnes à leur charge, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, et numéro matricule. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ce fichier sert à déterminer les prestations de retraite revenant aux membres des Forces canadiennes (Force régulière) au moment de leur libération. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Approvisionnement et Services (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (Impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. **Normes de conservation et de destruction :** Les dossiers sont gardés par la Direction des Services de la solde, jusqu'à la libération du militaire puis ils sont envoyés au Centre des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 719. **No. APC :** 69-014 **Renvoi au dossier # :** MDN BDF 765 **Enregistrement (SCT) :** 000223 **Numéro de fichier :** MDN PPE 859

Dossier des procès-verbaux d'enquêtes de la police militaire

Description : Ce fichier contient de l'information personnelle sur des individus qui ont été impliqués dans un incident y compris une offense criminelle ou de sécurité, sur investigation par la police militaire. Aussi, le fichier conserve également les résultats des enquêtes autorisées. Il comprend des rapports d'investigations et des rapports d'incidents, des déclarations écrites, des registres, des photographies, des pièces à conviction, des cartes d'index, des listes de preuves, des télégrammes contenant de l'information sur l'investigation, des documents civils ou militaires de la cour, et toute autre correspondance ayant rapport à ces fins. Les personnes sont identifiées par leur numéro matricule, leur nom et initiales, date de naissance et le rapport dans lequel elles sont mentionnées est identifié par le numéro du dossier correspondant au délit commis ou à l'offense, et par la date de l'événement. L'information contenue dans le fichier peut être conservée sur des documents de papier, sur microfiches ou sur support informatique. Pour consulter ces dossiers, il faut indiquer son nom et prénoms, son numéro matricule (non obligatoire), le délit ou l'offense commis, l'endroit et la date. **Catégorie de personnes :** Les membres des Forces canadiennes et les employés civils du Ministère de la Défense nationale et les membres

du public qui sont impliqués dans des situations criminelles sur les territoires de la Défense nationale.

But : Ces renseignements sont utilisés par les autorités ministérielles aux fins d'administration du personnel, de mesures disciplinaires, d'enquête de sécurité et de crédibilité, pour les affectations, le service contenu, les appels, les poursuites civiles et criminelles, les enquêtes, la répression du crime, l'admissibilité au traitement médical, les pensions, l'indemnisation des blessures occasionnées par des actes criminels ainsi que pour la recherche, la planification, l'évaluation et les statistiques.

Usages compatibles : L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général. **Normes de conservation et de destruction :** Les dossiers de cette banque tenue à l'extérieur du QGDN sont détruits 2 ans après la dernière utilisation administrative ou juridique, tandis que les dossiers tenus au QGDN sont transférés aux Archives nationales après 10 années civiles. Certains dossiers peuvent être retenus pour une période indéterminée, si jugés être des archives de valeur ou s'ils sont jugés être d'une valeur historique au ministère de la Défense nationale. **No. APC :** 69-014 **Renvoi au dossier # :** MDN RMS 085 **Enregistrement (SCT) :** 000203 **Numéro de fichier :** MDN PPE 835

Dossier personnel de l'escadron – Aspirants officiers

Description : Le dossier personnel de l'escadron contient des comptes rendus sur la formation scolaire et militaire reçue; des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu; des notes des orienteurs; des précisions sur les décisions administratives et disciplinaires prises. Pour consulter les dossiers du Collège militaire royal (CMR) du Royal Military College (RMC), et du Royal Roads Military College (RRMC), il faut indiquer nom et prénoms, numéro matricule ou le numéro du collège et les années où celui-ci a été fréquenté. Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collège. **Catégorie de personnes :** Les aspirants officiers qui fréquentent un collège militaire canadien. **But :** Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent un collège militaire canadien (CMC). Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1500 militaires en font l'objet à tout moment donné. **Normes de conservation et de destruction :** Les dossiers sont conservés après l'obtention du diplôme tel qu'indiqué ci-dessous : détruits après deux ans par le RRMC; détruits après quatre ans par le CMR et conservés indéfiniment à des fins historiques par le RMC. **No. APC :** 69-014 **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 000213 **Numéro de fichier :** MDN PPE 845

Dossier personnel permanent des coordonnateurs de carrières

Description : Ce fichier contient des copies de la correspondance et des documents ayant trait à la carrière des militaires, par exemple : enrôlement, service antérieur, curriculum vitae, certificats d'études ou relevés de notes, données sur les compétences linguistiques, lettres de référence, instructions sur l'affectation aux cours, formules de consentement à servir, état de service actuel, messages d'affectation et de service provisoire, avancement, réengagement (et plans de déroulement de carrière), décorations, changement de spécialité, préférences en fait de congés à l'âge de la retraite obligatoire, avis de libération projetée, instructions concernant la libération, et demandes personnelles de renseignements, documents médicaux comme les formules de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, les rapports de blessures, la formule CF 2088, des documents concernant l'attestation d'habileté de sécurité et de fiabilité (Programme de fiabilité du personnel), des rapports de mise en garde et de surveillance, les fiches de conduite, les condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), les décisions des cours martiales, les demandes de prises en considération spéciales, les rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, et les demandes d'affectation pour convenances personnelles. Pour ce qui concerne les métiers des armes de combat, on peut également trouver des déclarations, des documents relatifs aux changements d'insignes du régiment, des demandes et des autorisations selon le Programme de reclassement – Terre, des délégations de pouvoirs, des documents concernant les promotions et les recommandations de promotion, les ratifications, des dossiers de contrôle du personnel choisi en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, le choix d'uniforme, l'affiliation régimentaire s'il y a lieu; la division du port d'attache (s'il y a lieu), et les décisions et les recommandations du Comité de révision des carrières; les documents reliés au retrait du statut suppléant ou provisoire au réenrôlement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leurs nom et prénoms, leur numéro matricule, leur grade, leur catégorie d'emploi militaire ainsi que la date de leur libération, s'il y a lieu.

Catégorie de personnes : Les membres des éléments réguliers et de la classe C de la Réserve des Forces canadiennes. **But :** Ce fichier a pour objet d'enregistrer des renseignements importants relatifs à la carrière des membres à compter de leur enrôlement jusqu'à leur libération. Les dossiers personnels permanents des coordonnateurs de carrières servent à établir des programmes de carrière. **Normes de conservation et de destruction :** Un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes, les dossiers sont versés aux Archives nationales du Canada et au Centre national des documents du personnel. Ces dossiers deviennent partie intégrante du fichier numéro APC PCE 718. **No. APC :** 69-014

Renvoi au dossier # : MDN CNS 520 **Enregistrement (SCT) :** 000205 **Numéro de fichier :** MDN PPE 837

Dossiers de formation des officiers de sélection du personnel

Description : Ce fichier contient des renseignements sur les officiers de sélection du personnel des Forces canadiennes tels que les renseignements biographiques, rapports de fin de cours, rapports de formation sur le tas, diplômes, rapports de fin d'études supérieures, rapports de formation de spécialiste militaire et non militaire ainsi que les rapports concernant l'emploi spécial, lettres d'appréciation et messages d'affectation et d'avancement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leur nom, grade et numéro matricule. **Catégorie de personnes :** Les officiers de sélection du personnel de la Force régulière et de la Réserve. **But :** Ce fichier aide à la sélection des membres pour fins de formation et de développement professionnel ainsi qu'à la sélection des membres ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Ministère jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 003268 **Numéro de fichier :** MDN PPE 877

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des Forces canadiennes régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve des dossiers médicaux et dentaires; des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux. Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Pour consulter ces dossiers, il faut indiquer nom et prénoms, date de naissance, numéro matricule et grade. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Les dossiers dentaires servent, de façon continue, pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière. Ils sont aussi utilisés à des fins d'identification médico-légale durant le service au sein des Forces canadiennes ou par la suite. **Normes de conservation et de destruction :** Un an après la date de libération des Forces canadiennes, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DSD 510 **Enregistrement (SCT) :** 000180 **Numéro de fichier :** MDN PPE 811

Dossiers du Juge-avocat général/successions militaires

Description : Ce fichier contient le rapport sur l'enquête menée à l'unité sur la succession militaire, et la correspondance échangée ultérieurement avec l'unité sur

le rassemblement et la répartition des biens de la succession. Il contient également un registre des pièces de correspondance échangées avec le bénéficiaire nommé dans le testament du défunt ou, s'il y a lieu, celles échangées avec l'exécuteur/administrateur du testament ou avec l'avocat représentant la succession. Le fichier contient également les dossiers financiers de l'avoir en espèces de la succession et des renseignements sur la disposition de cet avoir et des effets personnels. Pour consulter ce fichier, il faut indiquer nom et prénoms, numéro matricule et la date de décès du défunt. **Catégorie de personnes :** Les membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C». **But :** Ce fichier a pour objet de documenter les mesures prises en vue d'administrer la succession militaire de membres décédés des Forces canadiennes. Seules les successions militaires de membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C» font l'objet des dossiers de ce fichier. **Normes de conservation et de destruction :** Les dossiers sont gardés jusqu'à ce que l'avocat militaire s'occupant de la succession ait pris toutes les mesures nécessaires, puis ils sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN JAG 015 **Enregistrement (SCT) :** 000220 **Numéro de fichier :** MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur l'aptitude des membres des Forces canadiennes régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des Forces canadiennes. Pour ce qui concerne les militaires en poste dans certaines zones désignées ou appartenant à des unités isolées ou semi-isolées, il est possible que le fichier contienne des renseignements sur le traitement médical suivi par les personnes à la charge des militaires des Forces canadiennes. Le fichier renferme également des dossiers médicaux, des commentaires et des avis, et des données sur des examens et des tests spéciaux. Les personnes qui désirent les consulter doivent indiquer nom et prénoms, numéro matricule, grade, date de naissance, code d'emploi militaire et (s'il y a lieu) l'hôpital des Forces canadiennes avec les dates d'admission et de renvoi. Pour ce qui est des dossiers des personnes à charge, il faut indiquer le nom de ces dernières et celui du militaire en question, leur lien de parenté, ainsi que le numéro matricule du militaire. **Catégorie de personnes :** Les membres des Forces canadiennes et les personnes à leur charge. **But :** Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières. **Usages compatibles :** Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au

commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires.

Normes de conservation et de destruction : Un an après la date de libération de ce dernier, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. Les normes de conservation et de destruction des dossiers médicaux des dépendants seront conformées à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiés à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario. **No. APC :** 69-014 **Renvoi au dossier # :** MDN BSS 490 **Enregistrement (SCT) :** 000179 **Numéro de fichier :** MDN PPE 810

Dossiers personnels – Cadre des instructeurs de cadets

Description : On y trouve un exemplaire de la formule CF 1158, «Demande d'admission – Organismes de cadets», de la formule CF910, «Déclaration de santé – Aspirants cadets», de la formule CF1364, «Rapport de cours – Cadets de la Marine, de l'Armée et de l'Aviation», ainsi que des dossiers relatifs aux affectations, aux promotions, à la solde, aux cours de qualification et aux croisières. On peut y avoir accès en donnant ses nom au complet, date de naissance, numéro matricule, ainsi que numéro, nom et emplacement du corps de cadets ou de l'escadron.

Catégorie de personnes : Les membres du Corps de cadets de la Marine royale canadienne, de l'Armée et de l'Aviation du Canada et des Organismes de cadets du Canada. **But :** Ce fichier a pour but de conserver des renseignements sur les membres du Corps de cadets de la Marine royale canadienne, de l'Armée et de l'Aviation du Canada, des Organismes de cadets du Canada comme on les définit dans les OR (Cadets), depuis leur enrôlement jusqu'à leur libération. Ces dossiers personnels sont utilisés aux fins de la gestion de la carrière des cadets. **Usages compatibles :** Le ministère du Revenu national (Impôt) a besoin, conformément à la Loi de l'impôt sur le revenu du numéro d'assurance sociale aux fins de l'impôt et de la solde. **Normes de conservation et de destruction :** Les organismes de cadets conservent les dossiers pendant cinq ans après la date de libération. Les dossiers sont ensuite détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN FRC 340 **Enregistrement (SCT) :** 000207 **Numéro de fichier :** MDN PPE 839

Dossiers sur le personnel – instruction

Description : Ce fichier contient des renseignements personnels sur les militaires, des compte rendus de leur rendement aux cours, de leur comportement et de leur tenue. Pour consulter ce fichier, il faut indiquer ses nom et prénom, numéro matricule, grade, code d'emploi

militaire, le cours suivi et l'école fréquentée. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des Forces canadiennes, exception faite des collèges militaires et des collèges d'état-major. Les dossiers permettent aux écoles des Forces canadiennes d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. **Normes de conservation et de destruction :** Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école d'aspirants officiers des Forces canadiennes à Chilliwack sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada où ils sont conservés pendant trois ans dans le fichier numéro APC PCE 716. **No. APC :** 69-014 **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 000210 **Numéro de fichier :** MDN PPE 842

Dossiers sur les participants au cours de commandement et d'état-major

Description : Le fichier contient des autobiographies, des renseignements personnels sur ces militaires et leur carrière, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global et un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer nom et prénoms, numéro matricule et grade/titre.

Catégorie de personnes : Les officiers des Forces canadiennes, les employés civils du MDN et les officiers des pays alliés et étrangers en visite au Canada. **But :** Ce fichier a pour but de tenir un dossier temporaire sur le rendement observé des officiers des Forces canadiennes et des officiers de pays alliés et étrangers en visite au Canada qui suivent le cours de commandement et d'état-major d'une durée de dix mois qui se donne tous les ans. Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. **Usages compatibles :** Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. **Normes de conservation et de destruction :** Les dossiers sont détruits après une année. **No. APC :** 69-014 **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 000211 **Numéro de fichier :** MDN PPE 843

Dossiers sur les participants aux études de troisième cycle ou programmes de formation approuvés et parrainés par les Forces canadiennes

Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième

cycle ou des cours universitaires approuvés et parrainés suivis par les officiers tels que nom(s), initiale(s), grade, groupe professionnel militaire et désignation, numéro matricule, numéro du dossier, numéro et date d'autorisation d'inscription, codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, catégorie de l'établissement d'enseignement, nom et lieu de l'établissement, titre du cours, genre de programme, code de qualification spécialiste (CQS), poste visé au tableau d'effectif et de dotation, début et fin des cours, frais de scolarité, de livres et de fournitures par années de cours suivis, code de planification financière (catégorie de rapport général), numéro de référence pour demander l'autorisation d'inscription, message d'affectation, date de fin du service obligatoire, date d'affectation et date de la réception de la thèse. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer leur nom(s) et prénom(s), numéro matricule, grade, groupe professionnel militaire, titre du cours et genre du programme, et nom et lieu de l'établissement de la formation. **Catégorie de personnes** : Les officiers parrainés par les Forces canadiennes et sélectionnés pour aller suivre des cours de troisième cycle ou des cours universitaires approuvés. **But** : Ce fichier sert à garder des renseignements administratifs concernant les officiers qui participent aux études de troisième cycle ou programmes de formation approuvés et parrainés par les Forces canadiennes afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. **Normes de conservation et de destruction** : À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 837) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. **No. APC** : 69-014 **Renvoi au dossier #** : MDN REI 370 **Enregistrement (SCT)** : 003269 **Numéro de fichier** : MDN PPE 878

Employés des Fonds non publics affectés à des bases et stations des Forces canadiennes

Description : Ce fichier contient des demandes d'emploi, des formules de congé, des fiches de rajustement de paye, des rapports d'appréciation, des questionnaires d'employés (y compris le numéro d'assurance sociale, le nom, la profession, la rémunération, l'état civil, le sexe, la date de naissance et la date d'emploi), et de la correspondance portant sur la carrière de l'employé. On peut avoir accès aux dossiers en indiquant le nom au complet, la date de naissance, la période d'emploi et le lieu d'emploi. **Catégorie de personnes** : Les employés des Fonds non publics affectés dans les Bases et Stations des Forces canadiennes et des personnes qui sont employées directement par le Directeur général des services du personnel. **But** : Ce fichier a pour but de conserver un dossier de la correspondance portant sur la carrière des employés du Fonds non public affectés dans les bases et stations des Forces canadiennes et de ceux qui sont employés directement par la Direction générale des

services du personnel. Le fichier est utilisé pour examiner les mesures prises à l'endroit d'un employé, et pour déterminer l'aptitude d'un employé à une promotion, à une mutation ou au maintien à son poste.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu et du Régime de pensions du Canada, les documents à l'appui des retenues sur la solde, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). **Normes de conservation et de destruction** : Les dossiers sont détruits deux années civiles après la fin de l'emploi. **No. APC** : 69-014 **Renvoi au dossier #** : MDN BSP 385 **Enregistrement (SCT)** : 000172 **Numéro de fichier** : MDN PPE 803

Gestion et administration en général

Description : On y trouve des commentaires sur les propositions, les études du Ministère de la Défense nationale ayant trait à l'administration en général, et sur les décisions prises à l'égard du personnel civil et des membres des Forces canadiennes. Les personnes qui désirent consulter ce fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade et leur code d'emploi code d'emploi militaire. **Catégorie de personnes** : Les membres des Forces canadiennes et les employés civils du Ministère. **But** : Ce fichier a pour but de garder la correspondance relative à l'administration en général. **Normes de conservation et de destruction** : Les dossiers sont détruits après cinq années civiles. **No. APC** : 69-014 **Renvoi au dossier #** : MDN DSE 055 **Enregistrement (SCT)** : 000197 **Numéro de fichier** : MDN PPE 828

Harcèlement

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés des fiches de conduite pour les membres des Forces canadiennes et dans le fichier se reportant aux mesures disciplinaires pour des employés civils du ministère. **Catégorie de personnes** : Les membres des Forces canadiennes et les employés civils du ministère. **But** : Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail, il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. **Usages compatibles** : Étayer les décisions portant sur les mutations et les mesures disciplinaires pour les membres et les employés. Cette information peut être utilisée si le cas résultant dans un grief ou une plainte sur

les droits de la personne. Afin d'appuyer le but du ministère qui est de maintenir le taux de fréquence de cas d'harcèlement à zéro, les résultats et les recommandations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne accusée. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulgués au plaignant(e). **Normes de conservation et de destruction** : Les dossiers sont conservés deux ans après les formalités administratives. Ils sont ensuite détruits. **Enregistrement (SCT)** : 003005 **Numéro de fichier** : MDN PPE 875

Indemnités d'instruction des personnes à charge

Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend le numéro matricule et le nom du personnel du MDN, nom(s) et date(s) de naissance des personnes à charge, lieu d'affectation, indemnités autorisées, ainsi que l'année scolaire pertinente à laquelle correspond l'indemnité. On peut avoir accès aux dossiers en indiquant le nom et le numéro matricule. On identifie les dossiers au moyen du numéro matricule et du nom du militaire du MDN, ainsi que les nom(s) et date(s) de naissance des personnes à charge. **Catégorie de personnes** : Membres des Forces canadiennes, personnel civil travaillant pour le MDN à l'extérieur du Canada, ainsi que les professeurs prêtés par les conseils scolaires municipaux du Canada recevant des indemnités. **But** : Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada.

Normes de conservation et de destruction : On garde les dossiers pendant 10 ans avant de les détruire. **No.**

APC : 69-014 **Renvoi au dossier #** : MDN DPE 465

Enregistrement (SCT) : 003267 **Numéro de fichier** : MDN PPE 876

L'Assurance – Régime d'assurance-revenu militaire (RARM)

Description : On y trouve toutes les demandes des militaires de la Force régulière et de la Réserve en service de classe C concernant le Régime d'assurance-revenu militaire (RARM) et le Régime d'assurance des officiers généraux (RAOG). La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi les avis de décès des membres des Forces canadiennes et les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, date de naissance, grade et catégorie d'emploi militaire.

Catégorie de personnes : Les membres de la Force régulière et de la Réserve en service de classe C, actuels ou anciens, des Forces canadiennes. **But** : Ce fichier contient les renseignements sur tous les

membres, actuels et anciens, des Forces canadiennes, qui ont demandé une couverture du RARM et du RAOG ainsi que des renseignements relatifs au décès ou à l'invalidité des membres, actuels ou anciens, des Forces canadiennes qui sont bénéficiaires du RARM, y compris les données concernant les paiements accordés ou refusés. **Normes de conservation et de destruction** : Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. **No.** **APC** : 69-014 **Renvoi au dossier #** : MDN DRA 450 **Enregistrement (SCT)** : 000177 **Numéro de fichier** : MDN PPE 808

Le Système d'information du personnel civil

Description : Le SIGPC est un système de gestion personnel interactif bilingue et national composé de huit sous-systèmes intégrés qui supportent presque toutes les principales fonctions et opérations de l'environnement d'administration du personnel civil. Les huit sous-systèmes sont: ETABLISSEMENT ET ORGANISATION: Ce sous-système tient à jour les données sur les postes, les unités et les sections; LANGUES OFFICIELLES: Ce sous-système tient à jour les données linguistiques sur les postes et les employés; DOTATION: Ce sous-système tient à jour les données sur la dotation (no de concours, processus, information fondamentales sur le candidat); REMUNERATION ET AVANTAGES SOCIAUX/CONGES: Le sous-système de rémunération et avantages sociaux tient à jour les données sur les employés tel que le nom, CIDP, classes, addresses, salaires, l'emploi. Le sous-système de congé tient à jour toutes sortes d'enregistrements de congés, par exemple les congés accumulés par l'employé(e); SECURITE: Ce sous-système tient à jour les données sur le niveau d'attestation de sécurité et des exigences d'un jpoiste à cet égard; PLANIFICATION DES RESSOURCES HUMAINES: Ce sous-système tient à jour et assure le suivi des données sur les groupes visés par l'équité en matière d'emploi et les programmes de mesures spéciales, sur les détachements d'employés, sur la participation des employés des programmes de perfectionnement spéciaux, sur les demandes d'attestation du poste et les employés utilisés pour le redressement des effectifs. **Catégorie de personnes** : Les employés civils du Ministère. **But** : Le but du Système d'information du personnel civil est de donner des renseignements aux gestionnaires du Ministère et aux agents du personnel afin de simplifier leur prises de décisions relatives à des questions du personnel. Il sert également à répondre aux demandes de renseignements précis au sujet du personnel, surtout lorsqu'il s'agit de renseignements protégés. **Usages compatibles** : L'information de ce fichier est utilisée pour la production des rapports aux gestionnaires afin de simplifier leurs prises de décisions relatives. **Normes de conservation et de destruction** : Les bandes magnétiques sont emmagasinées pendant cinq années, après quoi elles sont rayées du système. **No.** **APC** : 69-014 **Renvoi au dossier #** : MDN ACP 625 **Enregistrement (SCT)** : 000225 **Numéro de fichier** : MDN PPE 861

Les comités de révision – Nominations des officiers supérieurs à un collège de commandement et d'état-major

Description : Ce fichier contient les résultats des comités convoqués pour étudier les nominations des officiers supérieurs, choisis pour un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent une liste des officiers choisis en premier et en second, ainsi que les comptes rendus, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et les détails relatifs au comité tels que l'année, l'endroit et le nom du Collège d'état-major. **Catégorie de personnes :** Les officiers des Forces canadiennes.

But : Ce fichier sert à consigner les résultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement. **Usages compatibles :** Ces dossiers sont utilisés pour choisir les officiers à suivre les cours du Collège d'état-major, et pour référence. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000190 **Numéro de fichier :** MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier

Description : Ce fichier contient les dossiers sur les comités de sélection pour les programmes de promotion au rang d'officier suivants : formation universitaire – personnel non officier (PFUNO); spécial de promotion au rang d'officier (PSPRO); intégration – officiers sortis du rang (PIOSR); officiers en service limité (OSL), pour les années 1981, 1982 et 1983 seulement; formation des aspirants officiers militaire (PFAOM); et les nominations spéciales au cadre d'officiers (PNSCO), depuis 1986. Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis de décisions envoyés aux candidats. Pour consulter ces dossiers, il faut fournir son nom et ses prénoms, son numéro matricule, le grade, le code d'emploi militaire (au temps), et l'année de la demande, la nomination ou la sélection pour le programme exact. **Catégorie de personnes :** Personnel non officier des Forces canadiennes qui ont présenté une demande pour les : PFUNO, PSPRO, ou PFAOM; ayant été nommés pour les : OSL ou PIOSR; ou choisis pour le PNSCO. **But :** Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non officiers devant être promus officiers dans le cadre de chaque programme. **Normes de conservation et de destruction :** Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 837. Les rapports du Comité sont conservés à des fins statistiques pendant 20 ans, puis détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 002272 **Numéro de fichier :** MDN PPE 847

Les postes civils de la Force de réserve

Description : Ce fichier comprend des renseignements sur les réservistes présentés sous forme de questionnaires dûment remplis comme le numéro d'assurance sociale, le nom, les années de scolarité, l'adhésion à un syndicat ou à une association professionnelle, les compétences linguistiques et d'autres renseignements non personnels au sujet de l'employeur civil des réservistes comme le nom de l'employeur et la nature de l'entreprise, si l'employeur fournit ou non des provisions ou des services au MDN ou aux pays membres de l'OTAN et le nombre d'employés de l'entreprise. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro de matricule, le grade, le nom, l'élément constitutif et l'unité de la Réserve. **Catégorie de personnes :** Les membres de la Force de réserve qui occupent un poste civil pouvant comporter une importance primordiale sur le chapitre de l'effort de guerre. **But :** Ce fichier a pour but d'identifier les réservistes qui occupent un poste civil ou un poste dans l'industrie que l'on juge essentiel à l'effort de guerre. Ces personnes pourraient donc être dans l'impossibilité de se libérer pour le service militaire actif en cas d'urgence nationale. Ces renseignements faciliteront l'élaboration d'un ensemble de directives officielles sur l'emploi dans la Réserve et ce, aussi bien en temps de paix qu'en temps de guerre, à l'égard des personnes qui occupent un poste dans certaines des catégories d'occupations civiles. **Usages compatibles :** Lorsqu'un réserviste est désigné pour occuper un poste clé militaire et qu'il occupe déjà un poste clé civil, le MDN et l'employeur pourront tenter de conclure une entente avec l'aide d'un représentant d'Emploi et Immigration Canada, à titre de médiateur. **Normes de conservation et de destruction :** Les dossiers seront détruits deux ans après les dernières formalités administratives. **Enregistrement (SCT) :** 002105 **Numéro de fichier :** MDN PPE 865

Membres du personnel non officier – liste du total des points accumulés

Description : Ce fichier contient exclusivement des renseignements sur chaque individu : le code d'emploi militaire, le numéro séquentiel, le numéro matricule, le grade, le nom et les initiales, les dates d'enrôlement, de naissance et de libération, le total de points cumulatifs (pour chaque année débutant sept ans précédant la date de libération), le pointage total, l'acceptation le rejet. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro matricule, le grade, le nom de famille ou celui antérieur (s'il y a lieu), le code d'emploi militaire ou le(s) code(s) des emplois militaires antérieur(s), (s'il y a lieu). **Catégorie de personnes :** Le personnel non officier des grades de caporal à adjudant-chef compris. **But :** Ce fichier a pour but de maintenir une liste du pointage cumulatif relatif à la période de service indéterminée pour le personnel non officier. Ces résultats font suite aux débats du comité de sélection convoqué annuellement pour évaluer le personnel non officier aux fins de service continu au-delà de leur date de libération. Cette liste comprend le pointage cumulatif pour une période de cinq ans et

commence sept ans avant la date projetée de libération du personnel non officier et s'applique seulement aux militaires du rang servant sur un engagement de durée intermédiaire conformément avec l'ordre administratif des forces canadiennes 6-2.

Normes de conservation et de destruction : Les dossiers sont conservés depuis 1989 et sont disponibles. Les dossiers sont versés aux Archives nationales du Canada, au centre des documents du personnel, un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes. Ces dossiers deviennent partie intégrante du fichier numéro APC PPE 718. **No. APC :** 69-014

Renvoi au dossier # : MDN CNS 520 **Enregistrement (SCT) :** 002335 **Numéro de fichier :** MDN PPE 870

Microdossier de documents du Quartier général

Description : Ce fichier contient des données obtenues lors de l'enrôlement et/ou lors de la mutation à la Force régulière comme le nom, numéro matricule, la religion, la date et la province de naissance, la citoyenneté, la province de naissance des parents, l'adresse au moment de l'enrôlement, des renseignements sur la langue, l'état civil au moment de l'enrôlement, le sexe et l'année de naissance des enfants à charge, la langue d'instruction préférée de ces derniers, des états de service (réserve), des preuves de changement de nom, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enrôlement, et des protocoles d'entente. Il contient aussi des données obtenues lors de l'enrôlement ou de la mutation telles que le changement de nom. Pour consulter ce dossier, il faut indiquer le numéro matricule. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Ce microdossier manuel est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des Forces canadiennes. **Normes de conservation et de destruction :** Les dossiers sont gardés pendant une année à compter de la date de libération du militaire des Forces canadiennes, puis transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PPE 718. **No. APC :** 69-014 **Renvoi au dossier # :** MDN ACP 625 **Enregistrement (SCT) :** 000219 **Numéro de fichier :** MDN PPE 855

Personnel militaire – dossier des griefs

Description : Ce fichier constitue un dossier des demandes de redressement de griefs et des décisions rendues à l'égard de ces griefs. Les dossiers sont classés selon le numéro matricule, le nom, le grade, le code d'emploi militaire de la personne concernée, et l'année du grief. **Catégorie de personnes :** Les membres des Forces canadiennes. **But :** Le fichier a pour objet d'enregistrer les demandes de redressement de griefs présentées conformément aux ordonnances et règlements établis en vertu de la Loi sur la Défense nationale ainsi que des décisions rendues à l'égard de ces griefs. **Usages compatibles :** L'enquête, par les Forces canadiennes, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présenté le grief et ayant trait au

même sujet. **Normes de conservation et de**

destruction : Les dossiers sont détruits cinq ans après les dernières formalités administratives. **No. APC :** 69-014 **Enregistrement (SCT) :** 000200 **Numéro de fichier :** MDN PPE 831

Procès-verbaux des cours martiales

Description : Les procès-verbaux des cours martiales constituent un compte rendu exact de tous les témoignages, plaidoiries, décisions, verdicts et sentences des cours martiales, y compris les documents ayant servi de pièces justificatives. Les personnes qui désirent consulter ces dossiers doivent indiquer l'année et l'endroit où s'est réunie la cour martiale, ainsi que les nom et prénoms, et, s'il y a lieu, le rang de l'accusé.

Catégorie de personnes : Le personnel militaire des Forces canadiennes, ainsi que les personnes justiciables au code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale. **But :** Les dossiers sont gardés pour les cas où l'on fait appel des décisions au Tribunal d'appel des cours martiales et à la Cour suprême du Canada, et à des fins administratives.

Normes de conservation et de destruction : Les dossiers ne sont jamais détruits. **No. APC :** 69-014 **Renvoi au dossier # :** MDN JAG 035 **Enregistrement (SCT) :** 000199 **Numéro de fichier :** MDN PPE 830

Programme d'équité en matière d'emploi pour les Forces canadiennes

Description : Ce fichier contient des renseignements personnels sur les membres, notamment sur leurs antécédents raciaux. Tous ces renseignements ont été recueillis au moyen de questionnaires. Les répondants doivent indiquer volontairement s'ils sont ou non, autochtones, ou s'ils font partie ou non, d'une minorité visible. Le numéro matricule peut servir à identifier les membres lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé.

Catégorie de personnes : Membres de la Force régulière et Première Réserve **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour les Forces canadiennes. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (autochtones et dans certains cas, minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des membres et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des Forces canadiennes. Le numéro matricule ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les membres (par exemple, le système d'information pour la gestion du personnel). **Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi des Forces canadiennes afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une

manière équitable au sein des Forces canadiennes. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de politique relative à l'équité en matière d'emploi. Ces renseignements ne seront divulgués que sous forme de compilation statistique. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistiques ne devraient pas être divulguées. **Normes de conservation et de destruction** : Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. **Enregistrement (SCT)** : 003342 **Numéro de fichier** : DND PPE 816

Programme de primes au mérite

Description : Ce fichier contient le règlement du Programme, des données personnelles sur les candidats proposés, des procès-verbaux des réunions, des statistiques et des états de service. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade, leur catégorie d'emploi militaire, et la date à laquelle elles ont été nommées ou ont reçu la prime. **Catégorie de personnes** : Les militaires et les employés civils du ministère de la Défense nationale. **But** : Ce fichier a pour objet d'administrer le Programme de primes au mérite du ministère de la Défense nationale. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite et le Conseil des primes au mérite des commandements et des groupes du quartier général de la Défense nationale. **Usages compatibles** : Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction** : Les dossiers sont détruits après trois années civiles. **No. APC** : 69-014 **Renvoi au dossier #** : MDN DSE 045 **Enregistrement (SCT)** : 000195 **Numéro de fichier** : MDN PPE 826

Programme de tests obligatoires de dépistage de drogues des Forces canadiennes

Description : ce fichier contient les résultats des tests en laboratoire produit à partir des échantillons d'urine recueillis lors du Programme de tests obligatoires (des Forces canadiennes) de dépistage de drogues. Il contient tous les détails administratifs pertinents à chaque échantillon recueilli ainsi que les décisions administratives prises envers la carrière des membres qui en font la demande en fournissant leurs noms au complet incluant leurs initiales, leurs numéros matricules ainsi que la date et l'endroit où a eu lieu la cueillette (Code d'Identification d'Unité). **Catégorie de personnes** : Membres de la Force régulière et de la Réserve (en affectation à la Force régulière). **But** : Ce fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à l'instauration d'un programme d'éducation préventive, de traitement, de réhabilitation et d'application. Les renseignements serviront aussi aux besoins administratifs

prescrit dans le OAF 19-21. **Usages compatibles** : Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues. Les renseignements seront utilisés au sein du ministère seulement et seront partagés avec les conseillers médicaux/sociaux, les gérants de carrières, la police militaire et le Commandant du membre. Les renseignements serviront au Commandant afin de prendre les mesures administratives nécessaires touchant la carrière des membres conformément à la OAF 19-21. **Normes de conservation et de destruction** : Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu pour un an et toute documentation est conservée pour deux ans à moins d'une directive contraire du QGDN, et ensuite détruite. Les résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues pour fin de statistique. **No. APC** : 69-014 **Renvoi au dossier #** : MDN PCA 630 **Enregistrement (SCT)** : 003172 **Numéro de fichier** : MDN PPE 890

Programme des primes à l'initiative

Description : Ce fichier contient le règlement du Programme, les documents relatifs à l'administration des initiatives, les procès-verbaux des réunions, les suggestions et les renseignements personnels fournis, ainsi que des données statistiques. Les personnes qui désirent le consulter doivent indiquer leurs nom et prénoms et le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, le numéro de dossier ou l'objet de la suggestion et la date à laquelle elles ont fait leur suggestion ou reçu la prime. **Catégorie de personnes** : Les militaires et les employés civils du Ministère. **But** : Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du ministère de la Défense nationale. **Usages compatibles** : Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. **Normes de conservation et de destruction** : Les suggestions acceptées qui aboutissent à une récompense de moins de 1 000 \$ sont détruites après trois années civiles et les suggestions qui aboutissent à une récompense de plus de 1 000 \$ sont détruites après cinq années civiles. Les suggestions rejetées sont détruites après trois années civiles. **No. APC** : 69-014 **Renvoi au dossier #** : MDN DSE 045 **Enregistrement (SCT)** : 000194 **Numéro de fichier** : MDN PPE 825

Rapports d'appréciation du rendement

Description : Ce fichier contient les rapports d'appréciation du personnel, les rapports de cours et, s'il y a lieu, les biographies, les photographies, les relevés des heures de vols, ainsi que les lettres de recommandation et de récompense. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et date de libération, s'il y a lieu. **Catégorie de personnes** : Les membres de la Force régulière et de la

Force de réserve en service de réserve de classe «C».

But : Ce fichier constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue, le mérite relatif et l'aptitude des divers candidats à être promus, à suivre des cours de formation, à être gardés dans les Forces, à changer de spécialité, à être reclassifiés, à être libérés. Il sert aussi de base à des décisions administratives relatives à la gestion du personnel. **Normes de conservation et de destruction :** Les dossiers du fichier sont conservés pendant un an après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720. **No. APC :** 69-014 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 000206 **Numéro de fichier :** MDN PPE 838

Relevés de notes – officiers et aspirants officiers

Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant nom et prénoms, numéro matricule ou numéro du collège et l'année ou les années où le collège a été fréquenté. **Catégorie de personnes :** Les officiers et les élèves officiers qui fréquentent, ou ont fréquenté, un collège militaire canadien. **But :** Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les officiers et les élèves officiers qui fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 1500 militaires en font l'objet chaque année. **Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment à des fins historiques. **No. APC :** 69-014 **Renvoi au dossier # :** MDN REI 370 **Enregistrement (SCT) :** 000212 **Numéro de fichier :** MDN PPE 844

Renseignements – Banque de données – Recherche psychotechnique des Forces canadiennes

Description : Ce fichier contient des données sur le recrutement, la sélection (y compris les tests de sélection du personnel navigant), la formation, l'emploi dans les Forces canadiennes (FC) et les motifs de l'attrition. On y trouve des renseignements d'ordre démographique, biographique et de comportement, ainsi que des renseignements concernant les codes de métier militaire, l'appréciation et l'emploi du personnel. Les dossiers sont classés selon le numéro matricule. Les données sont conservées sur tous les applicants et les membres présents et passés. **Catégorie de personnes :** Les candidats à un poste dans les Forces canadiennes, les militaires du cadre actif, et les anciens membres des Forces canadiennes. **But :** Ce fichier fournit une banque de données aux fins de recherche sur le personnel, par exemple, la sélection d'emplois et les évaluations de programmes. **Normes de conservation et de destruction :** Les copies originales des formules d'évaluation des candidats CF 283 sont conservées pendant cinq ans, puis sous forme de microfiche pour une période indéfinie. Tous les autres

documents sont détruits après une période de cinq ans. Les données automatisées sont conservées indéfiniment.

No. APC : 69-014 **Renvoi au dossier # :** MDN BPP 360 **Enregistrement (SCT) :** 000184 **Numéro de fichier :** MDN PPE 815

Répertoire du personnel – Fonds non publics (FNP)

Description : Ce fichier contient le numéro d'assurance sociale, le nom, le sexe, la date de naissance, l'état civil, le lieu de travail, le salaire, la date d'emploi et les programmes d'avantages sociaux des Fonds non publics des employés. Ces dossiers se rapportent uniquement aux employés à plein temps et à temps partiel qualifiés des services des Fonds non publics. Pour les consulter, il faut indiquer son nom et ses prénoms et sa date de naissance. **Catégorie de personnes :** Les employés à plein temps et à temps partiel qualifiés des unités des Fonds non publics. **But :** Ces dossiers permettent de conserver les données fournies par les unités de l'administration du Régime d'assurance et de pension et pour des études statistiques. **Usages compatibles :** En vertu du Régime de pensions du Canada les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois années civiles après le départ des employés, à des fins statistiques seulement. Les dossiers sont conservés dans le cas des employés qui ont des droits acquis à une pension ou qui ont choisi de différer leur pension jusqu'à leur retraite, leur mort ou le transfert de leur RRERM selon leur demande. **No. APC :** 69-014 **Renvoi au dossier # :** MDN BSP 385 **Enregistrement (SCT) :** 000171 **Numéro de fichier :** MDN PPE 802

Services d'information

Description : Ce fichier renferme les biographies des cadres supérieurs militaires et civils de la Défense nationale. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer nom et prénoms, date de naissance, grade et code d'emploi militaire. **Catégorie de personnes :** Cadres supérieurs militaires et civils de la Défense nationale. **But :** Les renseignements contenus dans ce fichier servent de référence aux responsables des relations publiques dans l'exercice de leurs fonctions. **Normes de conservation et de destruction :** Les dossiers sont transférés au fichier MDN PPE 837 à la retraite. **No. APC :** 69-014 **Renvoi au dossier # :** MDN DSI 065 **Enregistrement (SCT) :** 000196 **Numéro de fichier :** MDN PPE 827

Services sociaux

Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Tout militaire et les membres de sa famille immédiate à qui sont fournis des services sociaux sont inscrits dans ce fichier. Pour avoir accès aux documents pertinents, il faut fournir nom et prénoms, numéro de matricule, grade, code d'emploi militaire, endroit et date de(s) l'entrevue(s) en plus du nom de l'intervieweur du militaire en question (s'il y a lieu). **Catégorie de**

personnes : Les membres des Forces canadiennes et les membres de leurs familles immédiates. **But** : Les renseignements consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas. **Usages compatibles** : Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires. **Normes de conservation et de destruction** : Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé. **No. APC** : 69-014 **Renvoi au dossier #** : MDN BSP 405 **Enregistrement (SCT)** : 000181 **Numéro de fichier** : MDN PPE 812

Système d'information sur le personnel militaire

Description : Ce fichier renferme les sous-systèmes militaires du système des données du intégré comprenant le Système d'information sur le personnel militaire (SIPM), et le Système d'information de la Réserve supplémentaire. Ils contiennent des données telles que le nom, le grade, le numéro de matricule, le sexe, la date et le lieu de naissance, la cote de sécurité, la confession religieuse, l'état civil, les personnes à charge, la catégorie médicale, la catégorie d'emploi militaire, le niveau de scolarité, la langue, le grade et les qualifications professionnelles, le lieu de service, le plan d'enrôlement et les antécédents de service des membres, anciens et actuels, de la Force régulière. On y trouve aussi l'adresse, à la libération, des anciens membres de la Force régulière ou l'adresse actuelle des membres de la Réserve supplémentaire. Des données semblables, mais moins circonstanciées, sont conservées pour tous les membres, anciens et actuels, de la Force de réserve. Les militaires en service actif de la Force régulière reçoivent, individuellement et périodiquement, un Sommaire bilingue des dossiers du personnel (SDP) qui donne un sommaire des données qui les concernent. Les dossiers de militaires libérés des Forces canadiennes ne font pas l'objet de modifications. Les dossiers sont retracés par le numéro de matricule.

Catégorie de personnes : Les membres, anciens et actuels, des Forces canadiennes (Force régulière et Force de réserve). **But** : Ce fichier automatisé fournit des renseignements aux personnes s'occupant de la gestion ou de l'administration du personnel des Forces canadiennes à tous les paliers du Ministère et les vérifie, tels que le SIF et le SIGME. **Usages compatibles** : L'information de ce fichier est utilisée pour la mise à jour et la réconciliation de fonds de données communs sur le personnel maintenu par le Système centralisé de la solde par ordinateur (SCSO) (MDN PPE 858), et elle est aussi acheminée au Quartier général de commandement strictement pour une mise à jour de leurs fonds de

données. Le NAS est rassemblé conformément à la Loi de l'impôt sur le revenu, aux règles régissant le Plan de pension du Canada et la Loi de l'assurance chômage afin de gérer et d'administrer la solde des militaires et, conformément à la Loi électorale du Canada pour fournir annuellement des déclarations de résidence ordinaire aux membres du Parlement. Bien que le NAS fût utilisé depuis 1968 comme identificateur unique pour l'administration du personnel de tous les militaires des FC, le MDN a participé activement dans l'action du gouvernement afin d'éliminer l'utilisation non-légiférée du NAS et, l'a remplacé par un nouveau Numéro militaire (NM). Bien que le NAS sera conservé pour des raisons légales, son usage sera strictement limité. Le nouveau NM est utilisé dans toutes les applications non-légiférées telles l'administration de routine. Suite au processus de conversion, dans tous les cas, l'accès à la liste de renvoi du NAS et du NM sera très strictement contrôlé.

Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment. **No. APC** : 69-014 **Renvoi au dossier #** : MDN ACP 625 **Enregistrement (SCT)** : 000175 **Numéro de fichier** : MDN PPE 806

Système de garnison du personnel à Alert

Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels se reliant à la sélection du personnel en recherche des communications (Rsch Comm 291) à une affectation liée à la Station des Forces canadiennes Alert. Plus précisément, il comprend les genres de renseignements suivants : grade; numéro matricule; codes d'emploi militaire; qualifications spécifique; sexe; l'histoire individuelle des affectations liées; l'unité d'appartenance; et attestation de sécurité. **Catégorie de personnes** : Les membres militaires en recherche des communications du Ministère de la défense nationale. **But** : L'information est utilisée lors de l'affectation du personnel militaire à la Station des Forces canadiennes Alert. **Usages compatibles** : S'il est nécessaire de réaliser l'affectation à la Station des Forces canadiennes Alert sur une base à tour de rôle, cette information sera utilisée afin d'assurer que tout le personnel militaire est traité d'une façon juste et égale. Ceci se trouve de concert avec le but original des données. **Normes de conservation et de destruction** : Les dossiers sont gardés cinq ans après que le nom des membres a été enlevé de la liste d'éligibilité. **Enregistrement (SCT)** : 002856 **Numéro de fichier** : MDN PPE 871

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Développement des ressources humaines Canada

Chapitre 66

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État

Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées.

Catégorie de personnes : Les employés de l'État et des sociétés de la Couronne constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers.

But : Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État.

Usages compatibles : Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité.

Normes de conservation et de destruction : Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour 100 ans.

No. APC : 69-089 Modif. 1 **Enregistrement (SCT) :** 000457 **Numéro de fichier :** DRHC PCE 701

Projet-pilote de gestion des incapacités fonctionnelles

Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement des ressources humaines Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans le processus de réadaptation et de retour au travail. Il peut aussi contenir un certificat d'un praticien médical compétent faisant état des capacités physiques ou mentales de l'individu(e).

Catégorie de personnes : Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont présentement dans leur démarche de réinsertion dans leur lieu de travail.

But : Le but de ce fichier est d'aider les gestionnaires de cas à tester un

programme pilote de gestion des incapacités fonctionnelles qui prévienne les incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après avoir subi une blessure ou une maladie.

Usages compatibles : L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du Projet pilote.

Normes de conservation et de destruction : L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e).

Renvoi au dossier # : DRHC CIM 025 **Enregistrement (SCT) :** 003410 **Numéro de fichier :** DRHC PCE 705

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae.

Catégorie de personnes : Les données portent sur les employés de Développement des ressources humaines Canada.

But : Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées.

Usages compatibles : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour

les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. **Communiquer avec** : Directeur, Division des services des opérations – Québec, Ressources humaines, DRHC, Place du Portage, Phase IV, 3e étage, Hull (Québec) K1A 0J9. **Enregistrement (SCT)** : 002006 **Numéro de fichier** : DRHC PPE 802

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes de DRHC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. Le module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). **Catégorie de personnes** : Dossiers et données sur tous les employés et employées actuels de DRHC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. **But** : Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. **Usages compatibles** : Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les

évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; et les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). **Normes de conservation et de destruction** : Les dossiers sont conservés pendant un minimum de deux ans. **Enregistrement (SCT)** : 003331 **Numéro de fichier** : DRHC PPE 812

Questionnaire sur le profil des employés de la Direction générale des programmes de la sécurité du revenu

Description : Le fichier contient des renseignements sur les fonctionnaires de la Direction générale des programmes de la sécurité du revenu, y compris leurs nom, classification d'emploi (groupe et niveau), langue maternelle officielle et la formation académique.

Catégorie de personnes : Les employés de la Direction générale des programmes de la sécurité du revenu.

But : Le fichier a pour but de déterminer les personnes qui ont besoin de formation. **Usages compatibles** : La planification des ressources humaines. **Normes de conservation et de destruction** : Les fichiers sont conservés jusqu'à une période de deux ans suivant le départ de l'employé. **Note** : Ce fichier n'existera plus en 1995-1996. **No. APC** : 86-001 **Enregistrement (SCT)** : 003121 **Numéro de fichier** : DRHC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Diversification de l'économie de l'ouest Canada

Chapitre 67

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

L'Enquêteur correctionnel Canada

Chapitre 68

NOTE : Les renseignements sur les employés du bureau de l'Enquêteur correctionnel Canada sont détenus par le ministère du Solliciteur général Canada.

Environnement Canada

Chapitre 69

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Renseignements divulgués aux organismes d'enquête fédéraux

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Gendarmerie royale du Canada

Chapitre 70

Fichiers particuliers

Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers

Description : Ce fichier renferme des curriculum vitae, des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils d'évaluation, les résultats d'examens de promotion et/ou les résultats d'entrevues devant le comité de promotion, ou des renseignements sur les postes qui sont comblés, des tableaux de comparaison concernant la sélection du personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements suivants concernant le poste pour lequel les mesures de dotation ont été prises sont également nécessaires : division/direction, Fonction, année et si possible Service. Pour les aspirants officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elle désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisé, par exemple, dans le système "Information sur les examens". **Catégorie de personnes :** Tous les gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils qui ont écrit l'examen de promotion et/ou se sont présentés devant le comité de promotion ou qui ont été considérés pour une promotion ou une mutation latérale par les jurys des promotions/mutations et qui se sont présentés devant le conseil d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les officiers, les membres civils et les gendarmes spéciaux, les membres spéciaux ou grade équivalant à celui d'un officier, qui ont été considérés pour de l'avancement par le Commissaire ou son délégué. **But :** Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision des griefs découlant de ces mesures. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et

annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 920 **Enregistrement (SCT) :** 001015 **Numéro de fichier :** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que des renseignements relatifs au triage sécuritaire. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans

de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001021 **Numéro de fichier :** GRC PPE 809

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat

Description : Ce fichier contient les demandes de participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont les rapports d'enquêtes et correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre.

Catégorie de personnes : Tous les membres de la GRC. **But :** Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. **Usages compatibles :** Les

renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de

déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers);

GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** La GRC conserve les documents pendant la durée de l'emploi, plus deux ans, après quoi les documents sont détruits. **No. APC :** 86-001 **Enregistrement (SCT) :** 002102 **Numéro de**

fichier : GRC PPE 815

Dossiers administratifs généraux de la GRC

Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. **Catégorie de personnes :** Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. **But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. **Usages compatibles :** Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des dossiers dans les fichiers suivants : GRC PPE 806 (Dossiers sur le solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction :** Les dossiers sont conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 78-001 **Renvoi au dossier # :** GRC GRC 918 **Enregistrement (SCT) :** 001019 **Numéro de fichier :** GRC PPE 807

Dossiers de service des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les avis de mutation et de changement, les certificats personnels, des renseignements sur les assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, le certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois

fédérales, pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-chômage et de la Loi de l'impôt sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But** : Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. **Usages compatibles** : Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements personnels du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné

comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 69-164 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001014 **Numéro de fichier** : GRC PPE 802

Dossiers des employés municipaux à l'emploi de la GRC

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les informations se rapportant au triage sécuritaire, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. **But** : Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles** : Ce fichier est utilisé pour prendre des décisions concernant l'engagement et le continuation du service. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 69-164 **Renvoi au dossier #** : GRC GRC 918

Enregistrement (SCT) : 001023 **Numéro de fichier :** GRC PPE 811

Dossiers des griefs des membres de la GRC

Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Membres réguliers ou civils de la GRC.

But : Ce fichier a pour but de consigner des renseignements qui sont utilisés par GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie. **Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC :** 69-164 **Renvoi au dossier # :** GRC GRC 926

Enregistrement (SCT) : 001016 **Numéro de fichier :** GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu de l'état de service du membre. Il contient les documents suivants : résultats du programme de formation de base des recrues (système informatique LAN), évaluations faites suite à la formation, recommandations en vue d'une promotion ou d'une mutation, rapports d'entrevues, appréciations de rendement, document personnel PARADE (formule 816), ou renseignements portant sur le personnel recueillis dans le cadre du programme des aspirants officiers, conseils et orientation fournis, créances à recouvrer, les mutations pour raisons personnelles, les citations, les médailles, les avis d'erreur et les documents pertinents, résultats d'évaluation de la langue seconde, profil linguistique. Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Des dossiers supplémentaires sont également retenus à la Direction générale et aux divisions sur les individus qui ont réussi avec succès le cours d'agent d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système d'information sur les langues officielles (SILO), le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. **But :** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à l'avancement, aux affectations et au service continu. **Usages compatibles :** Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du

conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 69-164 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001013 **Numéro de fichier** : GRC PPE 801

Dossiers disciplinaires actifs et annulés des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires actifs et annulés peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre; les réprimandes, les avertissements, les rapports de tribunaux de services simples, mesures disciplinaires et des comités d'arbitrage graves, les appels, les comités et toute la documentation pertinente; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes, les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et aux décisions. La documentation relative au licenciement obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 «Dossiers des membres de la GRC» ou le fichier GRC PPE 802 «Dossiers de service des membres de la GRC.» Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans

des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). **Catégorie de personnes** : Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. **But** : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires officielle ou officieuse, les amendes, les lacunes, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles, les enquêtes, l'admissibilité au traitement médical et les pensions. **Usages compatibles** : Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres. **Normes de conservation et de destruction** : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 70 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 69-164 **Renvoi au dossier #** : GRC GRC 926 **Enregistrement (SCT)** : 001017 **Numéro de fichier** : GRC PPE 805

Dossiers médicaux des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les dossiers médicaux contiennent de la

correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents.

But : Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité.

Usages compatibles : Le directeur des Services de santé ou les médecins-chefs

se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion du directeur des services de santé ou d'un médecin-chef, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de confrères; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes PARADE, FARS et SISS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. APC : 69-164

Renvoi au dossier # : GRC GRC 922

Enregistrement (SCT) : 001020

Numéro de fichier : GRC PPE 808

Dossiers sur la solde des membres de la GRC

Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Approvisionnements et Services, qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu-Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer

l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. **But** : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintient de concert avec le ministre l'Approvisionnement et Services Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du Canada. **Usages compatibles** : Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); Zyindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclame. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. **No. APC** : 78-001 **Renvoi au dossier #** : GRC GRC 925 **Enregistrement (SCT)** : 001018 **Numéro de fichier** : GRC PPE 806

Policiers occasionnels/employés civils temporaires

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme policiers occasionnels. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les informations relatives aux triage sécuritaire, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements

personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes** : Personnes qui ont postulé et obtenu un emploi de policier occasionnel ou d'employé civil temporaire au sein de la GRC. **But** : Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des policiers occasionnels et des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles** : Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers que contient ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 70 ans. **No. APC** : 69-164 **Renvoi au dossier #** : GRC GRC 918 **Enregistrement (SCT)** : 001022 **Numéro de fichier** : GRC PPE 810

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race; leur origine ethnique; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres seront demandé donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. **Catégorie de personnes** : Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. **But** : Ces données servent à

dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes cibles par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi.

Usages compatibles : Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les renseignements peuvent se trouver dans des dossiers

ou dans un système informatique tel que le système PARADE (recherche et perfectionnement dans la gestion du personnel). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance.

No. APC : 86-001 **Enregistrement (SCT) :** 002103

Numéro de fichier : GRC PPE 818

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Industrie Canada

Chapitre 71

Fichiers centraux

Dossiers en matière de conflits d'intérêts

Description : Ce fichier contient des renseignements relatifs aux activités privées, aux biens et aux exigences des personnes visées par le Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Catégorie de personnes :** Les lieutenants-gouverneurs, les ministres, leur personnel exclu, les secrétaires parlementaires, les personnes nommées par le gouverneur en conseil et toutes les personnes nommées à une charge à plein temps par un ministre qui sont ou ont été assujettis au Code. **But :** Le fichier a pour objet de réunir de

l'information relative à la mise en application du Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. **Usages compatibles :** Les données peuvent servir à établir des précédents dans la mise en application des directives en matière de conflits d'intérêts et de l'après-mandat et à extraire une partie des renseignements qui seront versés et maintenus dans un registre public tel qu'énoncé dans le Code. **Normes de conservation et de destruction :** Les données sont en général conservées pour une période de deux ans après que la personne a cessé d'être titulaire d'une charge publique, selon le plan 5 des Plans généraux

d'élimination des documents du gouvernement du Canada. **No. APC** : 86-001 **Renvoi au dossier #** : CEC SRG 165 **Enregistrement (SCT)** : 000130 **Numéro de fichier** : CEC PCE 701

Fichiers particuliers

Cartes de voyage personnelles en Route

Description : Ce fichier contient les formulaires de demandes de cartes en Route. **Catégorie de personnes** : Employés du Ministère. **But** : Ce fichier sert à fournir une carte de crédit personnelle parrainée par le gouvernement aux employés qui voyagent fréquemment afin d'acquitter des frais de voyage. **Usages compatibles** : Les rapports d'activité mensuels sont utilisés afin de déterminer si les paiements sont effectués à la date d'échéance. Ils sont aussi utilisés dans le but d'identifier les comptes sérieusement en retard lorsqu'en Route demande de l'aide dans le recouvrement d'un compte. **Normes de conservation et de destruction** : Les formulaires de demandes sont conservés pour deux ans après le dernier usage de la carte. **No. APC** : 86-001 **Enregistrement (SCT)** : 002562 **Numéro de fichier** : CEC PPE 804

Développement – cadres supérieurs

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qui est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes** : Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux SM-1 et SM-2. **But** : Le fichier vise à faciliter la planification des ressources humaines et des carrières. **Usages compatibles** : Les renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. **Normes de conservation et de destruction** : Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. **Enregistrement (SCT)** : 002711 **Numéro de fichier** : CEC PPE 806

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports complétés concernant le programme de prime. **Catégorie de personnes** : Employés de l'institution. **But** : Le fichier a

pour but d'identifier les personnes qui ont été nommées pour des primes. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant six ans et sont ensuite détruits. **No. APC** : 86-001 **Enregistrement (SCT)** : 002561 **Numéro de fichier** : CEC PPE 802

Profil scolaire des femmes occupant un poste du niveau d'agente ou d'un niveau supérieur

Description : Les renseignements suivants seront réunis dans chaque cas : le niveau de scolarité et le champ de spécialisation; la durée de service à Industrie, Sciences et Technologie Canada; la catégorie d'âge; les vues générales sur le parti pris contre les femmes en matière de placement. **Catégorie de personnes** : Les renseignements seront obtenus des employées d'ISTC qui sont dans un poste de direction, un poste d'agent de commerce ou un autre poste d'agent. **But** : Cette banque d'information a pour but de préciser et d'analyser les niveaux de scolarité des employés du Ministère pour déterminer la mesure dans laquelle elles pourraient actuellement répondre aux besoins prévus d'un milieu de travail en évolution, et de lancer le Système d'information sur les ressources humaines (SIRH) pour réunir et tenir à jour ce genre de données de base. **Usages compatibles** : Les questions numérotées de un à cinq relatives à la scolarité et l'expérience de travail seront conservées dans le S.I.R.H. du ministère en utilisant les codes d'employé. **Normes de conservation et de destruction** : Les dossiers seront retenus pendant deux ans puis détruits. **No. APC** : 86-001 **Renvoi au dossier #** : IST/IST-100 **Enregistrement (SCT)** : 002878 **Numéro de fichier** : IST PPE 805

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. **Catégorie de personnes** : Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. **But** : Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation. **Usages compatibles** : Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir une affectation. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. **No. APC** : 86-001 **Renvoi au dossier #** : IST IST 921 **Enregistrement (SCT)** : 002905 **Numéro de fichier** : IST PPE 803

Programme de médiateur

Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire

des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs.

Catégorie de personnes : Employés du ministère. **But :** Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. **Normes de conservation et de destruction :** La conservation et destruction de ce fichier sont à définir. **Enregistrement (SCT) :** 003003 **Numéro de fichier :** COM PPE 805

Remboursement d'employé

Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile. **Catégorie de personnes :** Employés du ministère. **But :** Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Approvisionnement et Services Canada. **Usages compatibles :** Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données. **Normes de conservation et de destruction :** Les dossiers seront retenus pendant six ans puis détruits. **No. APC :** 86-001 **Renvoi au dossier # :** IST/IST-914 **Enregistrement (SCT) :** 003218 **Numéro de fichier :** IST-PPE-806

Renseignements personnels divulgués à des organismes d'enquête fédéraux

Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnels présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. **Catégorie de personnes :** Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. **But :** Ce fichier a pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada. **No. APC :** 86-001 **Renvoi au dossier # :** EIR ACC 285 **Enregistrement (SCT) :** 002012 **Numéro de fichier :** IST PPE 801

Répertoire des postes sujets à la subdélégation des pouvoirs en matière de dotation

Description : Répertoire informatisé contenant des renseignements sur les postes sujets à la subdélégation des pouvoirs en matière de dotation tels : le numéro de

poste, le groupe et niveau, si le sous-ministre a ou non approuvé l'identification du poste, le titre du poste, le nom du Bureau, de la Direction/lieu et de la Sous-direction/Sous-activité, le nom et les initiales du titulaire du poste, son numéro d'assurance sociale, la date à laquelle le programme de formation a été suivi et la date du protocole d'entente. **Catégorie de personnes :** En majorité, des employés de la Catégorie de la gestion et des niveaux immédiatement inférieurs. **But :** Une des conditions de la délégation des pouvoirs en matière de dotation au Sous-ministre est de maintenir un répertoire des postes sujets à la subdélégation des pouvoirs au sein du Ministère. **Usages compatibles :** Le répertoire est utilisé par les agents de dotation et par les Coordonnateurs d'activité pour vérifier si oui ou non les gestionnaires qu'ils desservent ont la subdélégation des pouvoirs en matière de dotation. **Normes de conservation et de destruction :** Ce répertoire est mis à jour à tous les trois mois. L'information sur un employé est retirée lorsque celui-ci quitte le Ministère ou deux ans après la dernière action administrative. **Enregistrement (SCT) :** 002710 **Numéro de fichier :** CEC PPE 805

Unité de jumelage

Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires, touchés ou mis en disponibilité. Ces renseignements comprennent généralement une lettre du ministère à l'employé, le curriculum vitae de l'employé, des copies des évaluations, le formulaire de priorité de dotation, les résultats des tests linguistiques (s'il y a lieu) et les postes au ministère pour lesquels les employés ont été considérés. **Catégorie de personnes :** Certains employés d'Industrie Canada. **But :** Ce fichier est utilisé par les gestionnaires à des fins de planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel emploi ou une autre affectation. **Usages compatibles :** Les renseignements contenus dans ce fichier sont transmis à la Commission de la Fonction publique à des fins d'information et de placement; au Conseil du Trésor, lorsque requis, à des fins d'information. Le nom des employés et les efforts faits pour les placer sont fournis aux syndicats pour les employés qu'ils représentent. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant deux ans après le placement des employés ou leur départ de la fonction publique, puis ils sont détruits. **Enregistrement (SCT) :** 003347 **Numéro de fichier :** IC-PPE-802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Ministère de la Justice Canada

Chapitre 72

Fichiers particuliers

Gestion de carrière

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination. Il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. **Catégorie de personnes :** Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. **But :** Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. **Usages compatibles :** Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. **Normes de conservation et de destruction :** Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances. **No. APC :** 85-001

Enregistrement (SCT) : 003491 **Numéro de fichier :** JUS PPE 801

Enregistrement (SCT) : 003491 **Numéro de fichier :** JUS PPE 801

Greffe de la saisie-arrêt

Description : Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées. **Catégorie de personnes :** Les employés qui manquent à des obligations financières de nature commerciale ou alimentaire. **But :** Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction de pensions. **Normes de conservation et de**

destruction : les dossiers sont conservés pendant une période de 21 ans. **Enregistrement (SCT) :** 003511 **Numéro de fichier :** JUS PPE 804

Harcèlement

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on considère qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. **Catégorie de personnes :** Employés du ministère. **But :** Ce fichier a pour but d'emmagasiner les renseignements permettant de traiter les plaintes de harcèlement à l'endroit de la personne, de harcèlement sexuel, d'abus de pouvoir et de harcèlement en milieu de travail, d'établir s'il y a vraiment un cas de harcèlement (harcèlement à l'endroit de la personne, harcèlement sexuel, abus de pouvoir et/ou harcèlement en milieu de travail) et, dans l'affirmative, de déterminer les mesures qui s'imposent, y compris les mesures disciplinaires, pour mettre fin à la situation. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. **Enregistrement (SCT) :** 003499 **Numéro de fichier :** JUS PPE 802

Système de gestion des salaires

Description : Le Système de gestion des salaires est une banque de données contenant des renseignements personnels sur les employés du Ministère de la Justice. Cette banque de données contient également des renseignements sur chacun des postes au Ministère. Les

données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée.

Catégorie de personnes : Employés du Ministère. **But :**

Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante. **Normes de conservation et de destruction :** Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada.

Enregistrement (SCT) : 003510 **Numéro de fichier :** JUS PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

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Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Ministère des Finances Canada

Chapitre 73

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Monnaie royale canadienne

Chapitre 74

Fichiers particuliers

Compte rendu du temps de la main-d'oeuvre – fichier principal informatisé des employés

Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie. **Catégorie de personnes :** Employés de la MRC. **But :** Ce fichier a pour but de mettre à jour les coûts de la main-d'oeuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu. **Usages compatibles :** Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coût s productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'oeuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye de la Banque royale et à maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé. **Normes de conservation et de destruction :** Les renseignements sont conservés pendant deux ans. La date de cessation de l'utilisation de ce fichier est indéterminée. **Enregistrement (SCT) :** 003362 **Numéro de fichier :** MRO PPE 801

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public. **Catégorie de personnes :** Ces renseignements se rapportent aux employés de la Monnaie. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. **Usages compatibles :** Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation liée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **Enregistrement (SCT) :** 003360 **Numéro de fichier :** MRO PPE 802

Dotation

Description : Ce fichier contient des demandes de dotation; des descriptions de postes; des échelles de salaire; des profils de sélection; des affiches de concours; des demandes de mutation; des listes de mises à pied; des imprimés d'ordinateur relatifs au répertoire des ressources humaines; des demandes d'emploi; des listes de candidats; des documents portant sur des griefs en matière de dotation; des évaluations du jury de sélection, y compris les notes d'évaluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats; des listes d'admissibilité; des offres d'emploi; des avis destinés aux candidats; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes :** Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. **Usages compatibles :** Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griefs portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. **Enregistrement (SCT) :** 002265 **Numéro de fichier :** MRO PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés de la MRC. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement. **Usages compatibles :** Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant une période de trois ans pour

tous les employés. **Enregistrement (SCT) :** 002270
Numéro de fichier : MRO PPE 809

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés de la MRC. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. **Normes de**

conservation et de destruction : Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. **Enregistrement (SCT) :** 002268
Numéro de fichier : MRO PPE 807

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés de la MRC. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **Enregistrement (SCT) :** 002267 **Numéro de fichier :** MRO PPE 806

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires

peuvent être joints au dossier personnel de l'employé.

Catégorie de personnes : Employés de la MRC. **But :** Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux rétrogradations et à la fin de l'emploi. **Normes de conservation et de destruction :** En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause.

Enregistrement (SCT) : 002269 **Numéro de fichier :** MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences).

Catégorie de personnes : Employés de la MRC. **But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC. **Usages compatibles :** Le fichier sert également à consigner les congés autorisés et les jours de présence; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier. **Enregistrement (SCT) :** 002266 **Numéro de fichier :** MRO PPE 805

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire. **Catégorie de personnes :** Les renseignements dans ce fichier se rapportent aux

employés de la MRC. **But** : Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas, minorités raciales). **Usages compatibles** : Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les critères de destruction pour les

documents contenus dans ce fichier n'ont pas encore été établis. **Enregistrement (SCT)** : 003361 **Numéro de fichier** : MRO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Harcèlement

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Musée canadien de la nature

Chapitre 75

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Musée canadien des civilisations

Chapitre 76

Fichiers particuliers

Les accidents d'automobile

Description : ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis;

des décisions du tribunal; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles. **Catégorie de**

personnes : ce fichier se rattache aux personnes à l'emploi de la SMCC. **But** : déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. **Normes de conservation et de destruction** : les dossiers sont conservés pour une période de deux ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. **No. APC** : 86-001 **Enregistrement (SCT)** : 000380 **Numéro de fichier** : MCI PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Musée des beaux-arts du Canada

Chapitre 77

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Musée national des sciences et de la technologie

Chapitre 78

Fichiers particuliers

Vérification de la fiabilité

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une

nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les casiers judiciaires et, les cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. **Catégorie de personnes** : Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. **But** : Confirmer l'identité des gens et

déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. **Usages compatibles** : Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. **No. APC** : 86-001 **Enregistrement (SCT)** : 002862 **Numéro de fichier** : MST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Office canadien du poisson salé

Chapitre 79

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office de commercialisation du poisson d'eau douce

Chapitre 80

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation
 Évaluation du rendement
 Formation et perfectionnement
 Griefs
 Harcèlement
 Langues officielles
 Les accidents d'automobile, de bateau,
 d'embarcation et d'avion

Mesures disciplinaires
 Présences et congés
 Primes d'encouragement
 Programme d'équité en matière d'emploi
 Rémunération et avantages
 Sécurité et santé au travail
 Stationnement
 Voyages et réinstallations

Office des eaux des Territoires du Nord-Ouest

Chapitre 81

NOTE : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus

par le ministère des Affaires Indiennes et du Nord Canada.

Office des eaux du Territoire du Yukon

Chapitre 83

NOTE : Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office national de l'énergie

Chapitre 83

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office national des transports du Canada

Chapitre 84

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Office national du film du Canada

Chapitre 85

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Patrimoine canadien

Chapitre 86

Fichiers particuliers

Comptes fournisseurs/Comptes des employés

Description : Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir

accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). **Catégorie de personnes :** Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; les fournisseurs de biens et de services et les personnes sous contrat au Ministère. **But :** Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie,

conformément aux autorisations reçues. **Usages**

compatibles : Les dossiers servent à justifier le paiement des factures des fournisseurs, des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétariat du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis à Approvisionnement et Services Canada à des fins de l'émission des chèques.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. **No. APC** : 86-001 **Renvoi au dossier #** : CH AOR 095 **Enregistrement (SCT)** : 002162 **Numéro de fichier** : PC PPE 804

Dossiers sur les enquêtes des services de sécurité

Description : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables d'infractions à la sécurité, et sur lesquels les Services de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrites, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. **Catégorie de personnes** : Employés du Ministère et entrepreneurs traitant avec le Ministère. **But** : Ce fichier a pour objet la tenue de renseignements sur les infractions à la sécurité visant à évaluer les tendances en matière d'activités criminelles, la sensibilisation face à la sécurité et l'application des mesures à cet égard ainsi qu'à déterminer la nécessité et la nature des mesures disciplinaires le cas échéant. **Usages compatibles** : Les autorités du Ministère utilisent ces renseignements pour appuyer les décisions en matière de mesures disciplinaires, d'évaluation de sécurité et de fiabilité, d'action criminelle, d'enquête, de lutte contre le crime ainsi qu'à des fins de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le départ de l'employé, et pendant cinq ans pour les personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. **Renvoi au dossier #** : CH AOR 095 **Enregistrement (SCT)** : 002165 **Numéro de fichier** : PC PPE 803

Gestion de carrière

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae, leur évaluation de

rendement ainsi que toute documentation reliée à leur plan de carrière, formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. **Catégorie de personnes** : Employés du Ministère. **But** : Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. **Usages compatibles** : Les renseignements recueillis sont utilisés afin d'apporter de l'objectivité dans la sélection des employés participants au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. **No. APC** : 86-001 **Enregistrement (SCT)** : 002074 **Numéro de fichier** : PC PPE 801

Réaménagement des effectifs

Description : Ce fichier contient des renseignements personnels sur les individus soumis au réaménagement des effectifs. Ces renseignements consistent en questionnaires, rapports d'entrevues, rapport d'évaluation d'individus et/ou de situations, de correspondance pertinente, de curriculum vitae, etc. **Catégorie de personnes** : Employés indéterminés du ministère. **But** : Ce fichier sert à emmagasiner des renseignements devant faciliter l'évaluation des candidats en fonction du redéploiement des personnes prioritaires du ministère. **Usages compatibles** : Les renseignements contenus dans le fichier servent à nourrir un système manuel ou automatisé d'information nécessaire pour la gestion des priorités ministérielles. Certains renseignements sont fournis aux agences centrales. **Normes de conservation et de destruction** : À définir. **Enregistrement (SCT)** : 003383 **Numéro de fichier** : PC PPE 806

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcèlement
 Langues officielles
 Mesures disciplinaires
 Présences et congés
 Programme d'équité en matière d'emploi

Rémunération et avantages
 Sécurité et santé au travail
 Stationnement
 Voyages et réinstallations

Pêches et Océans Canada

Chapitre 87

Fichiers particuliers

Dossiers de dotation (II)

Description : Ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante : formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de consentement à un rapport d'évaluation, liste d'admissibilité. **Catégorie de personnes :** Candidats à un concours ou personnes considérées pour un poste.

But : Ce fichier sert à l'évaluation des candidats pour les postes à remplir. **Usages compatibles :** Les renseignements sont utilisés pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans dans les ministères. **No. APC :** 85-001

Enregistrement (SCT) : 001742 **Numéro de fichier :** MPO PPE 804

Dotation – Groupe de la Direction (I)

Description : Ce fichier contient des renseignements concernant la dotation des postes du groupe de la direction au Ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'au niveau EX-1 et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. **Catégorie de personnes :** Les employés aux niveaux EX ainsi que les employés du groupe de la direction; candidats à un concours ou personnes considérées pour un poste.

But : Ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté dans la Fonction publique. **Usages compatibles :** Renseignements utilisés pendant le processus de concours et nominations à partir de la liste d'admissibilité une fois qu'elle est établie. **Normes de conservation et de destruction :** On conserve les dossiers pour une période de trois ans. **No. APC :** 85-001 **Enregistrement (SCT) :** 000627 **Numéro de fichier :** MPO PPE 803

Évaluation et examen du rendement de l'employé

Description : Ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement. **Catégorie de personnes :** Tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE). **But :** Étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles.

Usages compatibles : Déterminer le salaire annuel; déterminer les besoins en matière de formation et de perfectionnement. **Normes de conservation et de destruction :** Les dossiers sont détruits lorsque les employés terminent leur emploi avec le ministère. **No. APC :** 85-001 **Enregistrement (SCT) :** 000635 **Numéro de fichier :** MPO PPE 807

Formation et perfectionnement

Description : Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance sociale; résultats d'examens et certificats; un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison (la liste des employés qui ont assisté au cours ainsi que leur numéro d'assurance sociale); l'information requise par l'organisme central au fins de rapports, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources utilisées (finance et

humaine) en ce qui a trait à la formation; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement, dont le curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; des participants au programme CAP; des participants au programme aux congés d'études; des participants aux programmes d'échange; des participants aux congés de perfectionnement professionnels. **Catégorie de personnes** : Les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. **But** : Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement; préparer des dossiers soumis à l'approbation du comité des ressources humaines. **Usages compatibles** : Enregistrer les employés à des cours; tenir un registre des cours suivis; faciliter le suivi concernant le paiement; fournir au Conseil du Trésor toute information reliée aux activités de formation; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. **Normes de conservation et de destruction** : Les formules sont conservées jusqu'à la fin de l'année et par la suite, elles sont envoyées au registre. **No. APC** : 85-001 **Enregistrement (SCT)** : 000630 **Numéro de fichier** : MPO PPE 806

Présences et congés

Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences.

Catégorie de personnes : Les renseignements touchent les employés du Ministère. **But** : Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. **Usages compatibles** : Vérification des absences en rapport aux congés disponibles; des salaires versés par rapport aux relevés de présence; enregistrement des congés sur les formules de rapport annuel des congés; évaluation de l'utilisation des congés et les taux d'absentéisme.

Normes de conservation et de destruction : Le fichier est détruit un an après la fin de l'année financière. **No. APC** : 85-001 **Enregistrement (SCT)** : 000628 **Numéro de fichier** : MPO PPE 805

Régime national de liaison et d'autorisation en matière de priorités

Description : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du Ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se

rapportent à tous les employés du Ministère déclarés excédentaires. Quand un poste doit être comblé au Ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et de destruction de ces documents restent à déterminer.

Catégorie de personnes : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du Ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. **But** : Ce répertoire est vérifié afin s'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. **Normes de conservation et de destruction** : à déterminer **Enregistrement (SCT)** : 003625 **Numéro de fichier** : MPO PPE 802

Responsables de port

Description : Ce fichier contient des renseignements sur les responsables de port désignés par le Ministre. Chaque responsable de port a un dossier contenant des renseignements tels que le nom, l'adresse, le numéro de téléphone, la formation scolaire, le numéro d'assurance sociale, l'expérience et les références. Il contient des renseignements tels que la date de nomination (et d'annulation) et la rémunération pour services rendus. Remarque : sauf pour 30 années-personnes dans la région du Pacifique, les autres reçoivent une rémunération basée sur le pourcentage des revenus accumulés au port. Les renseignements de ce fichier se rapportent aux responsables de port désignés par le Ministre, en vertu de la Loi sur les ports de pêche et de plaisance. Ce fichier a pour but de conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des clients qui ont enfreint les directives ou n'ont pas payé le droit d'amarrage ou d'autres services. Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du Ministère et les Archives nationales du Canada. **Catégorie de personnes** : Responsable de port **But** : Conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. **Usages compatibles** : Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des

clients qui ont enfreint les directives ou n'ont pas payée le droit d'amarrage ou d'autres services. **Normes de conservation et de destruction** : Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du Ministère et les Archives nationales du Canada. **No. APC** : 85-001 **Enregistrement (SCT)** : 000640 **Numéro de fichier** : MPO PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Griefs

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Ressources naturelles Canada

Chapitre 88

Fichiers particuliers

Annuaire du personnel et des services.

Description : Données sur l'organisation et le personnel du ministère. Comprend le nom des employés, leur Code d'identification de dossier personnel, l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent. **Catégorie de personnes** : Employés du ministère. **But** : L'information sert à produire la copie papier de l'annuaire. Dans l'avenir, on offrira aussi un service de consultation en ligne. Le Code d'identification de dossier personnel (CIDP) ne sera divulgué ni dans la version imprimée de l'annuaire ni dans le service en ligne. Cette base de données servira aussi à stocker l'information de base requise pour d'autres systèmes d'administration internes. **Usages compatibles** : Les données de base requises pour d'autres systèmes d'administration, par exemple en ce qui touche le stationnement, seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures de sécurité restreindront l'accès aux diverses bases de données administratives. **Normes de conservation et de destruction** : Deux ans après la dernière utilisation administrative. **Communiquer avec** : Chef, Services des télécommunications, SSI-DGI. **Renvoi au dossier #** : RNCAN SSI 770 **Enregistrement (SCT)** : 003344 **Numéro de fichier** : RNCAN PPE 806

Demandes d'examen médical des employés

Description : Cette banque contient les demandes d'examen médical, la correspondance reliée aux problèmes médicaux de l'employé, les évaluations médicales relativement à la capacité de l'employé de travailler ou aux restrictions devant s'appliquer. **Catégorie de personnes** : Ces données touchent les employés et anciens employés de la Fonction publique

de qui une évaluation médicale a été exigée. **But** : Cette banque de données sert à rassembler et conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler. **Usages compatibles** : Ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions; évaluer l'à-propos d'accorder certains congés ou bénéfices; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé. **Normes de conservation et de destruction** : Les registres sont détruits deux ans après la dernière utilisation administrative. **Communiquer avec** : Chef, Division des relations de travail et de la rémunération, SSI-DRH. **Renvoi au dossier #** : RNCAN SSI 765 **Enregistrement (SCT)** : 003308 **Numéro de fichier** : RNCAN PPE 810

Logements de la Couronne

Description : Ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale, le nombre d'enfants et la classification et le salaire de l'employé. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. **Catégorie de personnes** : Employés du Ministère. **But** : Les données dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers. **Usages compatibles** : Relié au ministère des Travaux publics, fichier n° TPC PPU 020. **Normes de conservation et de destruction** : Les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux. **Communiquer avec** : Chef, Approvisionnement et contrats, SSI-DGBSA. **No. APC** : 86-001 **Renvoi au dossier #** : RNCAN SSI 730 **Enregistrement (SCT)** : 000408 **Numéro de fichier** : RNCAN PPE 802

Module de prévisions salariales

Description : Cette banque contient les données relatives au traitement et à l'utilisation des années-personnes par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. **Catégorie de personnes :** Ces données touchent les employés du Ministère. **But :** Cette banque de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère. Les données de cette banque ne sont pas utilisées à des fins administratives dans le contexte de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur. **Normes de conservation et de destruction :** Les registres sont conservés pendant six ans. **Renvoi au dossier # :** RNCAN SSI 720 **Enregistrement (SCT) :** 003119 **Numéro de fichier :** RNCAN PPE 805

Programme d'affectations

Description : Cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. **Catégorie de personnes :** Ces données touchent les employés et anciens employés de la Fonction publique qui se sont inscrits au Programme. **But :** Cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme. **Usages compatibles :** Ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes d'affectations des employés. **Normes de conservation et de destruction :** Les dossiers sont gardés pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **Communiquer avec :** Chef, Services d'enrichissement de carrière, SSI-DRH. **Renvoi au dossier # :** RNCAN SSI 790 **Enregistrement (SCT) :** 003309 **Numéro de fichier :** RNCAN PPE 811

Réaménagement des effectifs

Description : Cette banque contient de l'information personnelle sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à

des gestionnaires et/ou conseillers en dotation.

Catégorie de personnes : Ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. **But :** Cette banque de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. **Usages compatibles :** Ces registres servent à faciliter le placement des employés. **Normes de conservation et de destruction :** Les registres sont détruits deux ans après le placement de l'employé. **Communiquer avec :** Chef, Réaménagement des effectifs, SSI-DRH. **Renvoi au dossier # :** RNCAN SSI 765 **Enregistrement (SCT) :** 003310 **Numéro de fichier :** RNCAN PPE 812

Saisie de traitement et d'autres formes de rémunération

Description : Ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. **Catégorie de personnes :** Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. **But :** Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. **Usages compatibles :** Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. Au sein du ministère des Ressources naturelles, un dossier complet est maintenu par un officier de la Division de rémunération et avantages sociaux à l'administration centrale, tandis qu'une copie de toute la documentation nécessaire est retenue par le bureau de traitement et avantages, si la saisie concerne un employé, ou le Bureau des services financiers, si un entrepreneur est concerné. **Normes de conservation et de destruction :** Les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. **Renvoi au dossier # :** RNCAN SSI 765 **Enregistrement (SCT) :** 002313 **Numéro de fichier :** RNCAN PPE 803

Système de gestion de l'information du Secteur de la technologie des minéraux et de l'énergie.

Description : Nom, code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. **Catégorie de personnes :** Employés du Secteur de la technologie des minéraux et de l'énergie **But :** Assurer le suivi des voyages au pays et à l'étranger entrepris par

les employés du Secteur. Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde. **Usages compatibles** : Fournir à la direction du Secteur des rapports sur la participation aux conférences et les voyages des employés du Secteur et identifier sans difficulté l'emplacement des biens du Secteur. Le CIDP de l'employé ne sera pas affiché. L'accès à la base de données sera restreint par l'utilisation de mots de passe. **Normes de conservation et de destruction** : Deux ans après la dernière utilisation à des fins administratives. **Communiquer avec** : Chef, Systèmes d'information, Direction de la politique, de la planification et des services, STME. **Renvoi au dossier #** : RNCAN DEX 007 **Enregistrement (SCT)** : 003370 **Numéro de fichier** : RNCAN PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur.

Description : Information relative aux locaux occupés par les employés, y compris le nom, le CIDP, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de pièce, le numéro de téléphone. **Catégorie de personnes** : Employés du ministère. **But** : Les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. **Usages compatibles** : Toutes les données sur les employés seront obtenues par le téléchargement des données de l'annuaire téléphonique du Ministère ou du système financier du Ministère. **Normes de conservation et de destruction** : Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. **Communiquer avec** : Directeur, Planification stratégique, politiques et systèmes, SSI-DGBSA. **Renvoi**

au dossier # : RNCAN SSI 790 **Enregistrement (SCT)** : 003332 **Numéro de fichier** : RNCAN PPE 813.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Revenu Canada

Chapitre 89

Fichiers particuliers

Dossiers des rapports de vérification de la classification des employés de l'impôt

Description : Ce fichier contient des renseignements concernant toutes les vérifications de classifications complétées. Parmi les données contenues dans ce fichier se trouvent un bilan des entrevues avec les employés dont le poste a fait l'objet d'une vérification, les résultats de la vérification, les mesures correctives recommandées et un résumé de la dernière entrevue avec la direction. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Catégorie de personnes** : Employés du ministère du Revenu national (Impôt). **But** : Ces renseignements servent à fournir un bilan de toutes les vérifications de classification complétées. **Usages compatibles** : Ils servent aussi à fournir à la direction les renseignements requis reliés aux postes qui ont fait l'objet d'une

vérification dans les deux années antérieures. **Normes de conservation et de destruction** : Les documents du fichier sont conservés pendant deux ans après l'achèvement de la vérification. **Renvoi au dossier #** : RCI DSG 918 **Enregistrement (SCT)** : 002025 **Numéro de fichier** : RCI PPE 802

Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)

Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnés aux fins de consultation du dossier. **Catégorie de personnes** : Employé(e)s de Douanes et Accise qui participent ou ont

participé(e)s au Programme de formation des nouveaux inspecteurs des Douanes. **But** : Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures. **Normes de conservation et de destruction** : Deux ans suivant la fin de la période de formation. **No. APC** : 86-001 **Enregistrement (SCT)** : 000002 **Numéro de fichier** : RCD PPE 801

Enquêtes internes

Description : Le fichier contient des rapports d'enquête, la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégations relativement aux employés. **Catégorie de personnes** : Employés actuels ou anciens de Douanes et Accise et des membres du public qui y sont associés. **But** : Ce fichier a pour but d'inscrire au registre tous les renseignements concernant la malversation alléguée ou soupçonnée d'un employé et d'autres personnes du public qui y sont associées, en ce qui a trait à toute violation de la législation de Douanes et Accise, ou d'autres lois, qui pourrait être nuisible aux intérêts du Ministère. Les renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, le Règlement sur le compte de garantie des fonctionnaires et le Règlement sur les conditions d'emploi dans la Fonction publique. **Usages compatibles** : Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête et d'exécution de la loi prévus par d'autres lois applicables et au Ministère de la Justice. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq ans après la fermeture du dossier. **No. APC** : 86-001 **Enregistrement (SCT)** : 000004 **Numéro de fichier** : RCD PPE 803

Exclusions des préposés à la gestion et à des fonctions confidentielles

Description : Ce fichier contient des renseignements sur la date d'entrée en vigueur de l'exclusion, l'identification de l'unité de négociation, le numéro et le titre du poste, le niveau et le groupe de l'employé, l'endroit où se trouve l'organisation et les raisons qui justifient l'exclusion. Les décisions relatives aux employés qui sont exclus se retrouvent dans le dossier individuel sur le personnel. **Catégorie de personnes** : Employés de Douanes et Accise. **But** : Ce fichier a pour but de maintenir une liste complète de tous les employés du Ministère qui sont exclus parce qu'ils sont préposés à la gestion et à des fonctions confidentielles. C'est le seul fichier officiel en matière d'exclusions. **Normes de conservation et de destruction** : Avis d'acceptation ou d'objection – trois ans; Dossiers d'exclusion – cinq ans. **No. APC** : 86-001 **Enregistrement (SCT)** : 000003 **Numéro de fichier** : RCD PPE 802

Fiches de prêt personnel

Description : Ce fichier renferme les fiches tenant compte de la distribution d'articles tels que des porte-documents, serviettes, calculatrices, etc., aux employés du Ministère. Les fiches, révisées en 1986, ne contiennent plus le numéro d'assurance sociale. Les anciennes fiches qui contiennent encore le numéro d'assurance sociale seront purgées du système à mesure que les articles sont retournés et les fiches complétées. **Catégorie de personnes** : Les renseignements se rapportent aux employés du ministère du Revenu national (Impôt) **But** : Ce fichier a pour fonction de maintenir un contrôle sur la localisation de certains types d'équipement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans après la remise de l'article. **No. APC** : 78-001 **Enregistrement (SCT)** : 001764 **Numéro de fichier** : RCI PPE 806

Innovation et Excellence

Description : La banque renferme des renseignements sur le nouveau programme de récompense et de reconnaissance du Ministère, Innovation et Excellence, mis en œuvre le 1er avril 1992. Ce programme a été lancé dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Les renseignements ci-après peuvent figurer dans la banque : nom de l'employé récompensé; brève description de ses réalisations ou de sa suggestion; groupe, niveau et lieu de travail de l'employé; valeur de la prime. **Catégorie de personnes** : Employés du Ministère qui ont participé au Programme de prime à l'initiative ou qui ont été mis en nomination pour une récompense spéciale, une prime pour long service ou une prime du Ministre. **But** : Aider à l'administration du programme Innovation et Excellence. **Usages compatibles** : Les renseignements que renferme la banque sont utilisés pour vérifier l'originalité des suggestions faites dans le cadre du programme et pour fournir des rapports statistiques aux bureaux locaux, au Bureau principal et au Conseil du Trésor. **Normes de conservation et de destruction** : Une fois clos, les dossiers locaux doivent être conservés pendant cinq ans, après quoi ils doivent être détruits; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information du Bureau principal; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits. Les normes relatives au système de primes seront élaborées lorsque la base de données nationale sera implémentée et que nos représentants à travers le Canada pourront y accéder. **Enregistrement (SCT)** : 003212 **Numéro de fichier** : RCI PPE 810

Méthode de résultats de l'Exercice «in-basket» pour la supervision

Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom et l'initiale, le numéro d'assurance sociale ou le code d'identification de dossier personnel, le sexe, la date de naissance, l'adresse, le numéro de

téléphone à domicile et au travail, le nombre d'années de service, le niveau d'études, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau. **Catégorie de personnes :** Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une autorisation en règle. **But :** Ce fichier a été créé pour la section Recherche et développement de la direction des Ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un concours à un autre, l'analyse des résultats d'examen et pour recueillir des données à des fins de recherches. **Normes de conservation et de destruction :** L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide indéfiniment. **Enregistrement (SCT) :** 003211 **Numéro de fichier :** RCI PPE 807

Opérations ministérielles et les questions relatives au personnel de l'Impôt

Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du Ministère. L'accès au fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée. **Catégorie de personnes :** Employés du ministère qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption ou d'abus de conduite. **But :** Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du ministère. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002026 **Numéro de fichier :** RCI PPE 803

Rapports de formation sur le matériel de traitement de texte

Description : Ce fichier est relié à la formation des employés sur des matériels de traitement de texte et contient des exemples du travail accompli durant la formation, les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé, ainsi qu'un sommaire des commandes. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Catégorie de personnes :** Employés du ministère du Revenu national (Impôt). **But :** Le but du fichier est de fournir l'historique de la formation des employés sur le matériel de traitement de texte. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans. **Enregistrement (SCT) :** 002027 **Numéro de fichier :** RCI PPE 805

Système de rapports de congé et de temps supplémentaire – impôt

Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents du Ministère, tout comme sur

ceux des employés engagés pour une période déterminée de plus de trois mois dans les bureaux de district et au Bureau principal. **Catégorie de personnes :** Employés du ministère **But :** Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de Revenu Canada Impôt, à l'exception de ceux qui sont engagés pour une période déterminée de moins de six mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire d'Approvisionnement et Services Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Un rapport personnel contenant des renseignements détaillés sur les congés et le temps supplémentaire est mis à la disposition de chaque employé à date fixe; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. **Normes de conservation et de destruction :** L'année courant plus deux ans **Enregistrement (SCT) :** 003543 **Numéro de fichier :** RCI PPE 804

Système de rapports de temps et de production de l'Impôt

Description : Ce fichier a pour but de tenir les données sur l'utilisation du temps et la production, concernant tous les employés permanents du Ministère ainsi que les employés occasionnels et les employés engagés pour une période déterminée. Ce fichier contient les données sur les activités hebdomadaires de chaque employé, y compris les données de temps et de production par classification et sous-classe, en plus des rapports sur la non-observation et sur le temps et la production non déclarés. **Catégorie de personnes :** Les personnes identifiées dans ce fichier sont toutes employées par Revenu Canada (Impôt). **But :** Ce fichier sert à fournir aux gestionnaires et aux systèmes d'informations de gestion des renseignements sur l'utilisation du temps et la production des employés du Ministère au moyen d'une série de rapports. Un rapport individuel sur les activités d'un employé en particulier depuis le début de l'année d'imposition en cours jusqu'à la date courante peut être produit, au besoin. L'accès à ce fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. **Normes de conservation et de destruction :** Les renseignements de ce fichier sont conservés pendant deux ans. **Enregistrement (SCT) :** 003544 **Numéro de fichier :** RCI PPE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés
 Autorisations sécuritaires
 Cartes d'identification et laissez-passer
 Code régissant les conflits d'intérêts et l'après-mandat
 Dossier personnel d'un employé
 Dotation
 Évaluation du rendement
 Formation et perfectionnement
 Grieffs
 Harcèlement

Langues officielles
 Mesures disciplinaires
 Présences et congés
 Primes d'encouragement
 Programme d'équité en matière d'emploi
 Rémunération et avantages
 Sécurité et santé au travail
 Stationnement
 Vérification de la fiabilité
 Voyages et réinstallations

Santé Canada

Chapitre 90

Fichiers centraux

Dossiers des dispensaires

Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, conseil d'employés perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. **Catégorie de personnes :** Santé des fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'employés perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. **Usages compatibles :** Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002747
Numéro de fichier : SBS PCE 703

Dossiers du Conseil de révision médicale de la santé des fonctionnaires fédéraux

Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les

personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. **Catégorie de personnes :** Les fonctionnaires fédéraux. **But :** Le but de ce fichier est de maintenir un dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Conseil d'examen médical de la Santé des fonctionnaires fédéraux. **Usages compatibles :** Les renseignements sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. **No. APC :** 577437/607107 **Enregistrement (SCT) :** 002746
Numéro de fichier : SBS PCE 702

Dossiers médicaux

Description : Ce fichier contient certains des renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'experts-conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des radiographies et des rapports de traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé. **Catégorie de personnes :** Les fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels. **But :** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux éventuels y compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales et

de santé mentale, de milieu de travail. Les renseignements sont utilisés afin d'appuyer les décisions ou droits en matière médicale, de santé mentale, d'emploi et de pension. **Usages compatibles** : Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. **Normes de conservation et de destruction** : Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. **No. APC** : 577437/638944/607107 **Enregistrement (SCT)** : 002745 **Numéro de fichier** : SBS PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion

Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division. **Catégorie de personnes** : Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. **But** : L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective. **Usages compatibles** : L'usage est compatible avec le but mentionné à la partie 5.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite. **No. APC** : 86-001 **Enregistrement (SCT)** : 002900 **Numéro de fichier** : SBS PPE 802

Dossiers des plaintes du Ministère (employés)

Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. **Catégorie de personnes** : Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique.

But : Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre.

Usages compatibles : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de deux ans après leur dernier usage à des fins administratives et ils sont détruits. **No. APC** : 86-001 **Enregistrement (SCT)** : 002748 **Numéro de fichier** : SBS PPE 801

Dossiers du Centre de présentation prioritaire et d'autorisation

Description : Ce fichier contient des renseignements personnels de base, des renseignements sur les priorités

administratives ou statutaires et les résultats des présentations faites aux directeurs et (ou) aux agents de dotation du Ministère. **Catégorie de personnes** : Employés de l'institution et personnes qui ont été mises en disponibilité par l'institution. **But** : Ce fichier a été créé conformément aux articles 29, 30 et 37 de la Loi sur l'emploi dans la Fonction publique en vue de fournir des renseignements sur les employés ayant une priorité administrative ou statutaire. Ce fichier existe aussi, conformément à diverses politiques de la Commission de la Fonction publique, en vue de fournir des renseignements sur les employés ayant une priorité de nomination. **Usages compatibles** : L'usage est compatible avec le but mentionné à la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans à compter de la date de la fin du statut de priorité, puis sont détruits. Les autorités des Archives nationales du Canada sont consultées concernant la destruction des dossiers informatisés. **No. APC** : 86-001 **Enregistrement (SCT)** : 002901 **Numéro de fichier** : SBS PPE 805

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curricula vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. **Catégorie de personnes** : Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. **But** : Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. **Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification des fonds déboursés. **Normes de conservation et de destruction** : Les fichiers financiers sont conservés pendant une période de six ans. Les fichiers créant des précédents sont transférés aux Archives publiques après l'expiration de la date de conservation. **No. APC** : 86-001 **Enregistrement (SCT)** : 002914 **Numéro de fichier** : SBS PPE 810

Saisie-arrêt

Description : Ce fichier contient les actes juridiques portant sur l'autorisation de saisir les traitements et les honoraires versés à l'égard des personnes contre lesquelles des mesures de saisie-arrêt ont été prises. **Catégorie de personnes** : Employé du Ministère. Entrepreneurs embauchés par le Ministère en tant que particuliers aux termes de marché de services. **But** : Ce fichier a pour but de coordonner et contrôler les modalités relatives à la saisie-arrêt afin de mettre en oeuvre les exigences administratives ayant trait à la paye pour s'assurer que le Ministère exécute les ordonnances

de la cour dans les délais prévus par la Loi. **Usages compatibles** : Il permet, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction de fonds. **Normes de conservation et de destruction** : Les dossiers sont conservés pour deux ans suivant la fin de l'exercice financier, ou suivant le dernier usage administratif (le plus récent des deux aura priorité). **No. APC** : 86-001 **Enregistrement (SCT)** : 002787 **Numéro de fichier** : SBS PPE 803

Système de contrôle et d'imputabilité des années-personnes

Description : Ce fichier contient des renseignements, par individu, sur l'utilisation des années -personnes. Le numéro d'assurance sociale est utilisé à des fins de vérification et d'identification des individus et pour établir un lien entre l'information de ce fichier et celui du système ministériel d'information sur le personnel.

Catégorie de personnes : Ce fichier concerne les employés du Ministère. **But** : Ce fichier a pour but d'enregistrer les renseignements sur l'utilisation des années-personnes qui servent à la gestion interne et qui doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation des années-personnes est une responsabilité financière.

Usages compatibles : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction** : Les dossiers sont conservés pour une période de six ans et sont détruits par la suite. **No. APC** : 86-001 **Enregistrement (SCT)** : 002749 **Numéro de fichier** : SBS PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Service canadien du renseignement de sécurité

Chapitre 91

Fichiers particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information.

Catégorie de personnes : Les employés du SCRS victimes d'accidents d'automobile, de bateau,

d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. **But** : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS. **Usages compatibles** : Déterminer la responsabilité des accidents et approuver le règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans, après le règlement des réclamations, puis détruits après consultation auprès des Archives nationales. **Enregistrement (SCT)** : 002141 **Numéro de fichier** : SRS PPE 814

Aide aux employés

Description : Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre

d'un contrat, les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; certaines interprétations médicales concernant les capacités ou les limites de travail de l'employé. Les dossiers ayant trait aux lacunes en matière de rendement, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier de renseignements personnels pertinent de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes : Employés, retraités, conjoints et membres de la famille immédiate. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de services de conseil, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. **Usages**

compatibles : Étayer les décisions ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date la plus récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier. **No. APC :** 86-001 **Enregistrement (SCT) :** 002147 **Numéro de fichier :** SRS PPE 820

Conduite et mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi; les témoignages; les opinions juridiques; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employés du SCRS autres que les personnes nommées ou détachées au Service. **But :** Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. **Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages sociaux; aux présences et aux congés; à la sécurité interne; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit.

Enregistrement (SCT) : 002144 **Numéro de fichier :** SRS PPE 817

Conflits d'intérêts

Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions.

Catégorie de personnes : Employés du SCRS. **But :** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. **Usages compatibles :** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification. **Normes de conservation et de destruction :** Le SCRS conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi ils sont détruits. **Enregistrement (SCT) :** 003299 **Numéro de fichier :** SRS PPE 826

Côtes de sécurité (Antérieurement autorisations sécuritaires)

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'employé. **Catégorie de personnes :** Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale. **But :** Ce fichier vise à consigner

des renseignements concernant l'établissement de la cote de sécurité s'appliquant à l'employé, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service. Il peut également servir à déterminer le niveau de la cote de sécurité et à fournir les renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. **Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, aux augmentations automatiques, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS; et sont détruits au bout de sept ans. Les données sur les candidats non retenus sont gardées pendant au moins deux ans, puis détruites. **Enregistrement (SCT) :** 002142 **Numéro de fichier :** SRS PPE 815

Dossier personnel d'un employé du SCRS

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du SCRS. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers peuvent être utilisés aux fins suivantes : dotation; présences et congés; formation et perfectionnement; hygiène et sécurité au travail; langues officielles; discipline; niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Ce fichier peut également contenir des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour des raisons fondées sur des avis médicaux. Dans les cas susmentionnés, le fichier contient des renseignements succincts et renvoie à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein du SCRS soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est le SCRS qui exerce le contrôle sur le dossier personnel de l'employé. Le dossier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse; la

citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, les curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés (registre des congés et des présences, certificats médicaux pour les congés de maladie); la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les cotes de sécurité. On trouve toutefois les principaux renseignements concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Les fiches des présences et des congés sont décentralisées; pour les obtenir, il faut en faire la demande expresse. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir de la documentation et sert à donner des autorisations pour les nominations, les mutations, les occasions de perfectionnement, les promotions, les rétrogradations, la cessation d'emploi et les pensions de retraite. **Usages compatibles :** Certifier les décisions relatives à la dotation, à la planification de la relève, aux présences et aux congés; aux examens médicaux; à la rémunération et aux avantages sociaux; à la formation et au perfectionnement; à l'hygiène et à la sécurité au travail; aux langues officielles; à la discipline; aux cotes de sécurité ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Santé et Bien-être Canada (aux fins des pensions). Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères ou organismes fédéraux. Ces renseignements peuvent également servir à rédiger des lettres de félicitation ou de condoléances, selon le cas. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde;

Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessous. Toutes les liaisons concernant l'administration des ressources humaines et de plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont gardés par le SCRS pour toute la durée de l'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. **Enregistrement (SCT)** : 002153 **Numéro de fichier** : SRS PPE 808

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi; les listes de candidats; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qui les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. **Catégorie de personnes** : Employés du SCRS. **But** : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS. **Usages compatibles** : Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, donner le

numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information ou comme lien pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés deux ans après l'expiration de la liste d'admissibilité utilisée pour combler un poste ou deux ans après toute mesure administrative. **Enregistrement (SCT)** : 002136 **Numéro de fichier** : SRS PPE 809

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports, des estimations en vue de la préparation de la relève et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts) ainsi que des avis de mesures disciplinaires qui ont pu être imposées par le Service. **Catégorie de personnes** : Employés du SCRS. **But** : Ce fichier contient des renseignements concernant le niveau de rendement et les capacités d'avancement de chacun des employés du SCRS, notamment les besoins de formation et de perfectionnement, les objectifs de carrière, les approbations de rémunération au rendement et d'augmentation annuelle, le maintien en fonction, la prolongation de la période de stage et le renvoi pendant le stage. **Usages compatibles** : Étayer les décisions ayant trait aux promotions, aux mutations, à la formation aux rétrogradations, à l'aide aux employés, aux examens médicaux, aux mesures disciplinaires et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq ans, puis détruits. **Enregistrement (SCT)** : 002145 **Numéro de fichier** : SRS PPE 818

Formation et perfectionnement

Description : Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations; le numéro de dossier personnel; les résultats des examens et les certificats; les relevés de

paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Il contient également des renseignements personnels relatifs à des programmes de mutation et de perfectionnement des employés comme le Programme de développement de carrière, les congés d'étude non payés et le Programme de mutation par rotation y compris des profils d'employés. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Ce fichier renferme en outre les profils des employés utilisés dans le cadre du processus de dotation. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés du SCRS. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme de mutation par rotation; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement voulu, puis ils sont détruits.

Enregistrement (SCT) : 002138 **Numéro de fichier :** SRS PPE 811

Griefs et arbitrage

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et les analyses; et toute la correspondance relative aux griefs et à l'arbitrage.

Catégorie de personnes : Employés du SCRS. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. Ils peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les dossiers concernant les griefs ou les appels sont conservés pendant deux ans. Les dossiers se rapportant à des questions soumises à l'arbitrage de la Commission des relations de travail dans la Fonction publique sont conservés cinq ans de plus, après la date de règlement du différend ou de la décision de la Commission.

Enregistrement (SCT) : 002143 **Numéro de fichier :** SRS PPE 816

Harcèlement et discrimination en milieu de travail

Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination; les rapports d'entrevue avec les plaignants et les présumés harceleurs; les rapports d'entrevue avec les témoins des incidents; les récapitulatifs des enquêtes faites par la direction; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires.

Catégorie de personnes : Employés de l'institution. **But :** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. **Usages compatibles :** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière mesure administrative qui a été prise. **Enregistrement (SCT) :** 003298 **Numéro de fichier :** SRS PPE 825

Langues officielles

Description : Ce fichier contient des données sur la première langue officielle de l'employé (PLO), l'évaluation

de la langue seconde (ELS), les plans et rapports de formation linguistique, les exigences linguistiques du poste et la prime au bilinguisme, de même que sur les inscriptions, l'assiduité, les demandes d'inscription et les qualifications. Ces fichiers comprennent aussi des renseignements sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. Les employés doivent préciser quel a été leur rôle dans le processus pour chercher et consulter les dossiers qui les intéressent. **Catégorie de personnes :** Employés du SCRS et certains candidats à un poste.

But : Permettre la planification, la mise en oeuvre, le suivi, l'évaluation et la préparation de rapports sur les activités régies par la Loi sur les langues officielles.

Usages compatibles : Étayer les décisions prises pour que les obligations du Service soient remplies conformément à la Loi sur les langues officielles; étayer et consigner les décisions prises à l'endroit de chaque employé en matière de nomination, mutations, promotions et d'admissibilité à la prime au bilinguisme. Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information ou comme lien avec les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde. Le Système de collecte de données sur les postes et le fichier des Systèmes informatisés statistiques sont tenus par la Direction de langues officielles du Conseil du Trésor (Secrétariat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation, de vérification et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la date de la dernière consignation. Les données sur les inscriptions, l'assiduité, les demandes d'inscription et les qualifications sont éliminées deux ans après la date du dernier document versé au dossier. **Enregistrement (SCT) :** 002139 **Numéro de fichier :** SRS PPE 812

Mécanisme de recours lié à la classification

Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, les avis de décision et toute information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. **Catégorie de personnes :** Employés du SCRS. **But :** Faciliter l'accès aux renseignements personnels recueillis dans le cadre

des procédures de recours liées à la classification.

Usages compatibles : Les renseignements contenus dans ce fichier peuvent servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification. Ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques. **Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise. **Enregistrement (SCT) :** 003631 **Numéro de fichier :** SRS PPE 830

Primes d'encouragement et distinctions

Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. **Catégorie de personnes :** Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson. **But :** Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou admissibles à la Bourse Sir William Stephenson. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Approvisionnements et Services émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant six ans et celles sur les autres primes sont gardées pendant trois ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont détruites deux ans après la dernière mesure administrative. **No. APC :** 86-001

Enregistrement (SCT) : 002152 **Numéro de fichier :** SRS PPE 822

Programmes d'équité en matière d'emploi et du multiculturalisme

Description : Ce fichier contient des renseignements personnels sur les employés et indique si ceux-ci sont intéressés à participer au programme d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom, leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. **Catégorie de personnes :** Employés du Service. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur la protection des renseignements personnels. **Usages compatibles :** Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a une discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les dossiers sur l'équité en matière d'emploi sont habituellement conservés deux ans, puis détruits. Les données contenues dans ce fichier peuvent également servir à des fins de vérification. **Enregistrement (SCT) :** 002133 **Numéro de fichier :** SRS PPE 824

Rémunération et avantages sociaux

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé. **Catégorie de**

personnes : Employés de l'institution. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrêt et la distraction des fonds. Des renseignements sont également fournis à Approvisionnement et Services Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction :** Détruire lorsque l'employé a 70 ans ou 2 ans après le décès de l'employé pourvu que 2 ans se soient écoulés depuis la dernière mesure administrative. **Enregistrement (SCT) :** 002130 **Numéro de fichier :** SRS PPE 823

Sécurité et hygiène au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par le SCRS, au centre de responsabilité concerné. Conformément à la politique du Conseil du Trésor, le SCRS conserve également des dossiers sur les premiers soins administrés. Ce fichier contient des renseignements sur les plaintes dont le Comité de sécurité et d'hygiène au travail a été saisi, ses conclusions, ses recommandations et la correspondance connexe. Travail Canada conserve des dossiers médicaux, les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, TRA PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814. **Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de sécurité et d'hygiène au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à

consigner tous les détails se rapportant à la sécurité et à l'hygiène au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS. **Usages compatibles** : Étayer les décisions connexes aux indemnités destinées aux travailleurs, aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sur les accidents et les maladies du travail sont conservés pendant dix ans puis détruits, si Travail Canada ou Santé et Bien-être Canada en ont un double. Le dossier se rapportant à un accident en particulier peut être joint au dossier personnel de l'employé, dont la conservation est assujettie aux normes applicables à ce fichier.

Enregistrement (SCT) : 002140 **Numéro de fichier** : SRS PPE 813

Services de santé

Description : Ce fichier contient des dossiers médicaux et d'examen de santé, des rapports, des formulaires et de la correspondance relative aux blessures et à l'état de santé de l'employé et des informations sur les membres de sa famille immédiate dont l'état de santé pourrait avoir une incidence sur son rendement.

Catégorie de personnes : Les employés du SCRS et les membres de leurs familles. **But** : Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé physique et mentale; présenter des recommandations lorsque la santé physique ou mentale constitue un critère déterminant eu égard à la dotation d'un poste; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance. **Usages compatibles** : L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux; être utilisée par les

praticiens pour poursuivre le traitement ou par les médecins et les psychologues nommés au Comité d'évaluation du dossier de santé; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions; être utilisée à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. **Normes de conservation et de destruction** : Les dossiers sont conservés jusqu'à ce que l'employé atteigne 70 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada; les autres doivent être détruits. **Enregistrement (SCT)** : 003300 **Numéro de fichier** : SRS PPE 827

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes** : Employés du SCRS. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS. **Usages compatibles** : Administrer les fonctions touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Enregistrement (SCT)** : 002146 **Numéro de fichier** : SRS PPE 819

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

Service correctionnel Canada

Chapitre 92

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de

salaires, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les imprimés d'ordinateur relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les évaluations de

jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel, les documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis destinés aux candidats, les avis relatifs au droit d'appel et les documents à cet égard, et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du poste ou le numéro du concours, le cas échéant, au sujet duquel ils veulent obtenir des renseignements et toute autre donnée utile permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. **Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **Enregistrement (SCT) :** 002686 **Numéro de fichier :** SCC PPE 803

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation, les accusés de réception et les réponses de la direction, les témoignages, les opinions juridiques, les rapports d'enquête et d'analyse, les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du grief, le lieu où le grief a été déposé et la date approximative du dépôt, ainsi que toute autre donnée permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la commission des relations de travail dans la Fonction publique. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à

laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. **Enregistrement (SCT) :** 002687 **Numéro de fichier :** SCC PPE 804

Prix et distinctions honorifiques

Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. **Catégorie de personnes :** Employés du Service correctionnel du Canada. **But :** Ce fichier a pour but d'identifier les employés qui sont candidats à des distinctions honorifiques ou qui les ont reçus. **Usages compatibles :** Organismes chargée de l'application des lois, autorités provinciales. **Normes de conservation et de destruction :** Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. **No. APC :** 78-001 **Enregistrement (SCT) :** 001085 **Numéro de fichier :** SCC PPE 801

Programmes de perfectionnement professionnel

Description : Ce fichier renferme des renseignements sur le rendement d'un employé sur le plan des aptitudes, des capacités, des réalisations et des intérêts ainsi que sur la participation de l'employé à des activités de formation et de perfectionnement financées par des organismes gouvernementaux et non gouvernementaux. **Catégorie de personnes :** Les employés du Service correctionnel du Canada. **But :** Ce fichier a pour but de déterminer le niveau de rendement de chaque employé en vue de décider s'il y a lieu de garder l'employé, de prolonger sa période de stage ou de le renvoyer avant la fin de celui-ci, d'approuver sa rémunération au rendement et ses augmentations annuelles, d'approuver les activités de formation et de perfectionnement et de l'y inscrire, ainsi qu'à attester ses réalisations. **Usages compatibles :** Ce fichier sert à appuyer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux promotions, aux rétrogradations, à l'aide, à la discipline, à la cessation d'emploi, au perfectionnement et à la formation. Organismes chargés de l'application des lois, employeurs précédents (privés, provinciaux, fédéraux). **Normes de conservation et de destruction :** Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. **No. APC :** 78-001 **Enregistrement (SCT) :** 001086 **Numéro de fichier :** SCC PPE 802

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer leur lieu de travail et leur destination, la date approximative du voyage et toute autre donnée permettant d'accélérer le traitement de leurs demandes. **Catégorie de personnes :** Employés

de l'institution. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. **Usages compatibles** : Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **Enregistrement (SCT)** : 002688 **Numéro de fichier** : SCC PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Société canadienne d'hypothèques et de logement

Chapitre 93

Fichiers particuliers

Accidents d'automobile

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés. **Catégorie de personnes** : Employés de la SCHL. **But** : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL. **Usages compatibles** : Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. **Normes de conservation et de destruction** : Les dossiers sont conservés actifs pour cinq ans et inactifs pour cinq ans. **Enregistrement (SCT)** : 003295 **Numéro de fichier** : SHL PPE 855

Cartes d'identification et laissez-passer

Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer. **Catégorie de personnes** : Employés de la Société, entrepreneurs et les visiteurs. **But** : Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes

d'identité et de laissez-passer. **Usages compatibles** : Émettre des cartes d'identité et des laissez-passer.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. **No. APC** : 85-001 **Enregistrement (SCT)** : 002199 **Numéro de fichier** : SHL PPE 810

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes** : Employés de la Société. **But** : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles** : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction** : Les dossiers sont détruits sept ans après que la situation liée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC** : 85-001 **Enregistrement (SCT)** : 000097 **Numéro de fichier** : SHL PPE 808

Dossier personnel d'un employé

Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. **Catégorie de personnes :** Employés de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite). **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux; et aux assureurs de groupe; aux syndicats (retenue des cotisations). **Normes de conservation et de destruction :** Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la

durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. **No. APC :** 85-001

Enregistrement (SCT) : 002991 **Numéro de fichier :** SHL PPE 815

Dossiers d'enquête

Description : Ce fichier sert à la consignation des plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises. **Catégorie de personnes :** Employés et grand public. **But :** Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé. **Usages compatibles :** Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu. **Normes de conservation et de destruction :** Les dossiers sont conservés trois ans après la résolution de l'affaire. **Enregistrement (SCT) :** 001939 **Numéro de fichier :** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés

Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Travail Canada et le Bureau du Commissaire aux langues officielles. **Catégorie de personnes :** Employés qui ont eu recours aux systèmes d'appel interne ou à une enquête ou processus se rapportant à une plainte de l'extérieur. **But :** Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes; les investigations de plaintes externes et à tenir un dossier des précédents. **Normes de conservation et de destruction :** Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel. **Enregistrement (SCT) :** 001938 **Numéro de fichier :** SHL PPE 804

Dossiers médicaux des employés

Description : Ce fichier contient un dossier médical sur chaque employé actuel, sur chaque ancien employé ainsi que des renseignements médicaux au sujet des membres de leur famille. **Catégorie de personnes :** Tous les employés de la Société et les membres de leur famille. **But :** Ce fichier sert à maintenir des renseignements médicaux pour fins administratives. **Normes de conservation et de destruction :** Depuis

1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information. **Enregistrement (SCT) :** 001937 **Numéro de fichier :** SHL PPE 802

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). **Catégorie de personnes :** Candidats internes et externes. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. **Usages compatibles :** Sélectionner des candidats, doter des postes. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. **No. APC :** 85-001

Enregistrement (SCT) : 002995 **Numéro de fichier :** SHL PPE 835

Griefs

Description : Ce fichier contient les griefs présentés par les employés syndiqués et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; et toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés syndiqués de la

SCHL. **But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. **Normes de conservation et de destruction :** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. **No. APC :** 85-001

Enregistrement (SCT) : 002992 **Numéro de fichier :** SHL PPE 820

Harcèlement (y compris la discrimination et le harcèlement sexuel)

Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront transférés dans le fichier se rapportant aux mesures disciplinaires.

Catégorie de personnes : Employés de la SCHL. **But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures appropriées. **Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires. **Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la dernière mesure administrative prise au sujet d'un cas donné. **No. APC :** 85-001 **Enregistrement (SCT) :** 002994 **Numéro de fichier :** SHL PPE 830

Info-soins

Description : Ce fichier contient des renseignements confidentiels et fournis volontairement, ainsi que des renseignements sur les ressources et les services de soutien offerts aux employés de la SCHL et aux membres de leur famille immédiate. Les employés et les membres de leur famille immédiate communiquent directement avec le consultant lorsqu'ils ont besoin de renseignements, de ressources ou de soutien. Les services du consultant ont été retenus par la SCHL afin qu'il offre le programme Info-soins. Les dossiers concernant les demandes reçues sont conservés par le consultant : ils ne sont pas remis à la SCHL afin d'en préserver la confidentialité. **Catégorie de personnes :** Les employés de la SCHL et les membres de leur famille immédiate. **But :** La banque permet au consultant d'offrir un service continu aux employés et aux membres de leur famille immédiate. **Usages compatibles :** Le consultant entreprend une évaluation systématique du programme Info-soins et fournit des statistiques à la

SCHL de façon à assurer la confidentialité des personnes ayant demandé des renseignements.

Normes de conservation et de destruction : Le consultant conserve les renseignements jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise les renseignements et formule des recommandations quant à leur destruction. **Enregistrement (SCT) :** 003653 **Numéro de fichier :** SHL PPE 860

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. **Catégorie de personnes :** Employé de la SCHL. **But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. **Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. **Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification. **No. APC :** 85-001 **Enregistrement (SCT) :** 002993 **Numéro de fichier :** SHL PPE 825

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la SCHL, aux retraités et à leurs personnes à charge. Les employés, leurs personnes à charge et les retraités ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme. **Catégorie de personnes :** Les employés de la SCHL, leurs personnes à charge ainsi que les retraités de l'entreprise. **But :** L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés, retraités et les membres

de leur famille immédiate. **Usages compatibles :** Le consultant entreprend une évaluation systématique de PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée. **Normes de conservation et de destruction :** En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qui s'imposent. **Enregistrement (SCT) :** 003135 **Numéro de dossier :** SHL PPE 850

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur les employés des groupes désignés. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe désigné (femmes, autochtones, minorités visibles et personnes ayant un handicap). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la SCHL et des organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information sur les ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Ressources humaines et Travail Canada. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique relative à l'équité en matière d'emploi. **Normes de conservation et de destruction :** Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. **No. APC :** 85-001 **Enregistrement (SCT) :** 002198 **Numéro de fichier :** SHL PPE 809

Régime de retraite de la SCHL

Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il

faut indiquer nom et prénoms et numéro d'employé.

Catégorie de personnes : Employés de la Société.

But : Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL. **Usages compatibles :** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité. **Normes de conservation et de destruction :** Les dossiers sont gardés pour deux ans après le décès du participant et survivants, les dossiers sont ensuite envoyés au Archives nationales du Canada.

Enregistrement (SCT) : 003134 **Numéro de fichier :** SHL PPE 845

Rémunération et avantages

Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et

des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. **Normes de conservation et de destruction :** Après deux ans, les dossiers sont envoyés aux Archives nationales du Canada où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. **Enregistrement (SCT) :** 003133 **Numéro de fichier :** SHL PPE 840

Système modifié de rapport du temps

Description : Ce fichier contient des rapports du temps consacré par les employés à chacune des activités de chaque sous-fonction et unité-coût ou unité-projet.

Catégorie de personnes : Les employés de la SCHL.

But : Ce fichier fournit des renseignements concernant le temps et l'activité des employés, auxquels des renseignements de paie sont ajoutés. **Usages**

compatibles : Ce fichier permet de recouvrer du Ministre les coûts des programmes et de percevoir les honoraires pertinents pour services rendus. **Normes de conservation et de destruction :** Les dossiers sont conservés sept ans. **Renvoi au dossier # :** SHL RDS 914 **Enregistrement (SCT) :** 001936 **Numéro de fichier :** SHL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Formation et perfectionnement

Mesures disciplinaires

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Société canadienne des ports

Chapitre 94

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Voyages et réinstallations

Société canadienne des postes

Chapitre 95

Fichiers particuliers

Affaires juridiques

Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels.

Catégorie de personnes : Personnes traitant de questions juridiques. **But :** Le présent fichier réunit des documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci. **Usages**

compatibles : Les documents servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts. **Normes de**

conservation et de destruction : Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés en permanence. **Enregistrement (SCT) :** 002078 **Numéro de fichier :** SCP PPE 827

Aide aux employés

Description : Ce fichier contient une quantité très restreinte de renseignements; en effet, en raison de la nature confidentielle du programme, les personnes bénéficient d'interventions individuelles et aucun document n'est constitué. Précisons que, pour des raisons administratives, les documents sur les problèmes d'ordre médical et sur les questions de diminution du rendement et d'absentéisme ne sont pas versés au fichier Aide aux employés (voir respectivement à cet effet

les fichiers nos SCP PPE 840, 804, et 815). De même, les renseignements contenus dans le fichier Aide aux employés ne se retrouvent dans aucun autre fichier de renseignements personnels, à l'exception des documents de paiement (voir comptes fournisseurs, SCP PPE 820). Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragés à faire directement affaire avec l'agent d'orientation qu'ils ont accepté de rencontrer. Les personnes désirant présenter une demande d'accès officielle en vertu de la Loi sur la protection des renseignements personnels doivent préciser le titre de poste, le lieu et les dates d'emploi ainsi que le nom de l'agent d'orientation qu'ils ont consulté. **Catégorie de personnes :** Un document est constitué lorsqu'un employé a recours à un agent ou à un coordonnateur d'orientation du Programme d'aide aux employés. **But :** Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de la Société canadienne des postes aux prises avec des problèmes personnels qui peuvent être résolus par des soins professionnels. **Usages compatibles :** Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres, et, si l'employé accepte, au moyen d'évaluations médicales et de programmes d'aide professionnelle ou de réadaptation; aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à des fins d'évaluation des programmes (les agents d'orientation recueillent des statistiques traitées sous le couvert de l'anonymat). Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé. **Normes de conservation et de destruction :** Les fichiers sur les cas individuels ne sont pas conservés. Les documents sur l'orientation vers des services externes sont conservés pendant deux ans suivant la date la plus récente où l'employé a été référé au Programme d'aide.

Ils sont par la suite détruits. **Enregistrement (SCT) :** 001354 **Numéro de fichier :** SCP PPE 811

Cachets d'or et d'argent

Description : Cette banque contient des données sur les mises en nomination visant les divers prix «Cachet d'or» et «Cachet d'argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. La banque contient également le numéro d'assurance sociale des récipiendaires, la loi exigeant que les avantages imposables soient signalés à Revenu Canada, Impôt. Les renseignements touchant les avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4. **Catégorie de personnes :** Les employés actuels et les employés retraités qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de service, service exceptionnel à la clientèle ou service communautaire, actions humanitaires et leadership. (Nota : les données sur les prix remis pour conduite automobile exemplaire sont consignées dans le dossier Gestion du parc de véhicules, SCP PPE 825; les données sur les récompenses accordées pour longs états de service sont consignées dans le dossier Club Héritage, SCP PPE 830; les données sur les primes versées pour les suggestions retenues sont consignées dans le dossier Programme d'intéressement des employés, SCP PPE 807; les données sur les récompenses attribuées pour l'assiduité sont consignées dans les Dossiers individuels sur le personnel, SCP PPE 802.) **But :** Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP.

Usages compatibles : On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les gagnants d'un Cachet d'argent deviennent admissibles d'office au Cachet d'or. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé ou au dossier qui le concerne dans le Système d'information sur les ressources humaines (PPE 804). **Normes de conservation et de destruction :** Un calendrier de conservation et de destruction des données sur les prix «Cachet d'or» et «Cachet d'argent» est en cours d'élaboration. **Enregistrement (SCT) :** 003160 **Numéro de fichier :** SCP PPE 850

Cas de responsabilité financière

Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le

paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel (SCP PPE 802) ou au fichier Paie et présences (SCP PPE 815) ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. **Catégorie de personnes :** Employés, représentants et entrepreneurs de la Société et autres personnes ayant subi des pertes réelles ou soupçonnées. **But :** Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. **Usages compatibles :** Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. **Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables. **No. APC :** 88-007 **Enregistrement (SCT) :** 001763 **Numéro de fichier :** SCP PPE 818

Club Héritage

Description : Sont consignés dans la base de données sur le Club Héritage des renseignements tels que : le nom et le numéro des membres par section, leur adresse résidentielle, leur numéro de téléphone, leur date d'entrée en fonctions et de retraite, les prix distribués et, dans le cas des employés aux longs états de service, le numéro d'assurance sociale. **Catégorie de personnes :** Les anciens employés de la Société qui ont au moins 10 années de service et les employés aux longs états de service (25 ans ou plus) peuvent devenir membre. **But :** Le Club Héritage est un programme de reconnaissance de la Société canadienne des postes qui donne aussi l'occasion aux anciens employés et aux employés aux longs états de service de participer à des rencontres sociales et d'offrir des services communautaires. **Usages compatibles :** Les données sur le Club Héritage sont groupées par section (il en existe trente et une au pays) et sont utilisées aux fins suivantes : la remise de cadeaux commémoratifs après le nombre d'années de service appropriées et à la retraite, l'organisation des rencontres sociales comme les banquets, et l'appui à la réalisation de programmes communautaires et utiles de la Société comme le Concours national de rédaction de lettres, le Programme de lettres au Père Noël, le Programme de bourses d'études, etc. Les bénéfices imposables sont présentés à Service de la paie à des fins d'inscription sur les feuillets T4 de Revenu Canada – Impôt. **Normes de conservation et de destruction :** On est en train d'établir les délais de conservation des données du Club

Héritage. **Enregistrement (SCT) : 002989 Numéro de fichier : SCP PPE 830**

Comptes fournisseurs

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). **Catégorie de personnes :** Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes à l'initiative, des récompenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; le paiement des biens et des services fournis à la Société, y compris par les concepteurs de timbres- poste et les membres du Comité exécutif; et le paiement des réclamations présentées à la Société par des membres du public en général. (Consulter les fichiers de renseignements personnels de la Société concernant les contrats et les réclamations pour plus de détails.) **But :** Le présent fichier porte sur le paiement, par le Service des comptes fournisseurs, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues.

Usages compatibles : Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. Des renseignements sommaires sont fournis à Approvisionnement et Services Canada aux fins de l'émission des chèques.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de six années financières suivant celle au cours de laquelle les frais ont été engagés. **No. APC : 88-007**

Enregistrement (SCT) : 001361 Numéro de fichier : SCP PPE 820

Conflits d'intérêts

Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail.

Catégorie de personnes : Tous les employés de la Société canadienne des postes, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels. **But :** Le présent fichier sert à la mise en oeuvre de la politique sur les conflits d'intérêts. **Usages compatibles :** Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. **Normes de conservation et de destruction :** Les documents sont conservés pendant toute la durée d'emploi à la Société canadienne des postes plus deux ans, après quoi ils sont détruits. **No. APC : 86-001 Enregistrement (SCT) : 002156 Numéro de fichier : SCP PPE 814**

Contrôles de la fiabilité

Description : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, des empreintes digitales, des casiers judiciaires, des recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes :** Employés et entrepreneurs actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur.

But : Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles :** Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction :** Les documents sont conservés pendant une période de cinq ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou une cessation d'emploi). Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. **No. APC : 88-007**

Enregistrement (SCT) : 001363 Numéro de fichier : SCP PPE 822

Contrôles sécuritaires

Description : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révocations et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être

renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes** : Employés et entrepreneurs de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. **But** : Le présent fichier est une source d'information servant à déterminer la fiabilité des employés et des entrepreneurs qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité. **Usages compatibles** : Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel SCP PPE 802. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. **Normes de conservation et de destruction** : Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi ou la fin du contrat, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce. **Enregistrement (SCT)** : 001362 **Numéro de fichier** : SCP PPE 821

Correspondance générale

Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de la Société canadienne des postes, des lettres dirigées aux bureaux divisionnaires du Service à la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements, comme des ébauches de réponse courante et un index, dans le système informatisé de correspondance générale. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date et l'objet de la demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Références sur les concepteurs (SCP PPU 025).

Catégorie de personnes : Clients, employés, députés, d'autres représentants nommés ou élus et le grand public. Les documents peuvent aussi contenir des renseignements personnels sur d'autres personnes lorsque la demande les concerne, (par exemple, documents sur des employés ou des entrepreneurs de la Société canadienne des postes). **But** : Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président et à divers responsables divisionnaires concernant l'exploitation et l'administration de la Société canadienne des postes. **Usages compatibles** : Les documents servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier

certaines tendances. **Normes de conservation et de destruction** : Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. **No. APC** : 88-007 **Enregistrement (SCT)** : 002077 **Numéro de fichier** : SCP PPE 826

Demandes d'accès aux renseignements personnels/Plaintes

Description : Le fichier réunit les documents suivants : formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables et des avis juridiques. Il contient aussi les documents sur les plaintes adressées au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Ce fichier contient aussi le numéro d'assurance sociale de certains requérants, du fait que les anciennes formules de demande de communication produits par le Conseil du Trésor contenaient un champ à cet effet. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes présentées. **Catégorie de personnes** : Employés, entrepreneurs et clients de la Société et d'autres personnes qui ont déposé une plainte au Bureau du Commissaire à la protection de la vie privée, ou présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels au Coordonnateur à la protection des renseignements personnels de la Société, ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. **But** : Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. **Usages compatibles** : Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes du Commissaire à la protection de la vie privée et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux. **Normes de conservation et de destruction** : Les documents sont gardés pendant deux ans suivant

l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits.

Enregistrement (SCT) : 001366 **Numéro de fichier :** SCP PPE 828

Demandes de règlement à la Commission des accidents de travail

Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes présentées aux commissions des accidents de travail et correspondance et formules connexes; opinions juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements non médicaux peuvent également être conservés, notamment sur les blessures et maladies non liées au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Services automobiles, SCP PPE 825, et Réclamations – gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société puisse le remplacer par son propre système de numéros d'identification. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure.

Catégorie de personnes : Employés de la Société blessés ou accidentés au travail ou qui ont présenté un rapport d'accident ou une demande de règlement aux commissions des accidents de travail. **But :** Appuyer les programmes de la Commission des accidents de travail

Usages compatibles : Ces fichiers servent à aider les employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et des conseils professionnels; à autoriser les congés et les prestations (y compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés pour blessure au travail (le SIDA sert au règlement des réclamations et au redressement des comptes); à préciser les conditions auxquelles les employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le retour au

travail; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail, à Travail Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société. **Normes de conservation et de destruction :** Les documents écrits sont conservés pendant toute la durée de l'emploi à la Société. Un an après la cessation d'emploi, ils sont confiés aux Archives nationales du Canada, où ils sont détruits lorsque l'employé atteint 70 ans, ou deux ans après le décès (pourvu que deux ans se soient écoulés depuis la dernière utilisation administrative). Les données du SIDA sont conservées cinq ans après la dernière utilisation administrative, et ensuite, elles sont supprimées.

Enregistrement (SCT) : 003159 **Numéro de fichier :** SCP PPE 845

Demandes émanant d'organismes d'enquête – employés

Description : Le fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet. **Catégorie de personnes :** Personnes qui font l'objet d'une enquête ou qui y participent. **But :** Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par la Société canadienne des postes sont dûment autorisées. **Usages compatibles :** Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes.

Normes de conservation et de destruction : Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être

détruits. **Enregistrement (SCT) :** 001342 **Numéro de fichier :** SCP PPE 829

Dossier de carrière des employés

Description : Ce fichier contient les évaluations du rendement (pour le personnel cadre et exempt et certains employés), les renseignements concernant la dotation, les lettres d'offre, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'examens, les lettres de discipline, les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'employés, les formules d'inventaire des ressources humaines, les formules de perfectionnement et autres renseignements comme le numéro d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. **Catégorie de personnes :** Tous les employés actuels ou ayant récemment quitté la Société canadienne des postes. **But :** Appuyer le développement de la carrière de chaque employé.

Usages compatibles : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, les mutations, les démotions et les cessations d'emploi; pour entreprendre des entrevues visant la discipline ou les problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail). **Normes de conservation et de destruction :** Les dossiers seront conservés pendant un minimum de deux ans suivant la cessation d'emploi. **Enregistrement (SCT) :** 003546 **Numéro de fichier :** SCP PPE 808

Dossier de santé des employés

Description : Ce fichier d'information contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment : documents sur l'administration des premiers soins et certificats, évaluations de la capacité au travail, rapports médicaux, consentements à la communication de renseignements, correspondance avec les médecins, notes sur l'évaluation de la santé des employés, correspondance relative à l'acquisition de renseignements médicaux, évaluations des capacités fonctionnelles, plans d'intensification des tâches, rapport des conseillers en réadaptation professionnelle, analyses des exigences physiques, rapports médicaux spéciaux sur l'exposition aux risques professionnels, dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie, ou les renseignements sur des pathologies médicales non liées au travail. **Catégorie de personnes :** Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un

congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service. **But :** Appuyer les programmes de santé professionnelle et de réadaptation. **Usages**

compatibles : Ces dossiers servent à l'administration des cas; à aider les employés à faire face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriée aux questions de santé; autoriser les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins sont joints au fichier SCP PPE 815, Paie et présences); aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. **Normes de conservation et de destruction :** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP.

Enregistrement (SCT) : 003158 **Numéro de fichier :** SCP PPE 840

Dossiers individuels sur le personnel

Description : Ce fichier contient des lettres d'offre, des rapports d'opérations de dotation, les taux de salaire et autres avantages, les conditions d'emploi pour les employé(e)s cadres et exempts, le salaire au rendement et la rémunération provisoire, des documents sur les langues officielles et des lettres de mesures disciplinaires. Il contient aussi des résumés et des notes sur des documents plus détaillés contenus dans certains autres fichiers de renseignements. Il existe aussi des dossiers informatisés sur les employés. Les dossiers individuels sur le personnel peuvent aussi contenir des avis de mesures disciplinaire et la correspondance connexe. Le fichier individuel sur le personnel contient en outre les documents suivants : Dotation et emploi (SCP PPE 801), Système d'information sur les ressources humaines (SCP PPE 804), Paie et présences (SCP PPE 815) et, le cas échéant, Formation (SCP PPE 805), Réinstallation (SCP PPE 816), Programme d'intéressement des employés (SCP PPE 807), Services automobiles (SCP PPE 825), Contrôles sécuritaires (SCP PPE 821), Contrôles de la fiabilité (SCP PPE 822), Dossier de santé des employés (SCP PPE 840). Selon l'importance et la nature des fonctions du bureau de poste ou de l'installation postale, certains des documents susmentionnés peuvent être versés dans des systèmes de classement indépendants. L'existence de descriptions distinctes permet l'établissement de systèmes de classement indépendants, au besoin, et facilite l'accès des employés à leurs dossiers. Les dossiers sont regroupés lorsque le besoin administratif s'en fait sentir (par exemple, lors d'une mutation ou de la cessation d'emploi). Précisons

ici que, conformément à la politique établie, certains dossiers sur les employés de la Société canadienne des postes sont versés dans d'autres fichiers (par exemple, les informations détaillées sur la santé et la sécurité professionnelles et sur les contrôles sécuritaires, sur les griefs, l'aide aux employés, les droits de la personne, l'équité en matière d'emploi, les services spéciaux et les conflits d'intérêts (se reporter aux SCP PPE 821, 840, 813, 811, 809, 810, 812 et 814 respectivement); en outre, les gestionnaires peuvent conserver des répertoires et des doubles de dossiers administratifs sur le personnel dont ils sont responsables. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre du poste, le lieu de travail et la durée de l'emploi. Il faut prendre note que l'emploi des descriptions susmentionnées permet un accès plus sélectif aux renseignements. **Catégorie de personnes :** Employés actuels de la Société et tous les employés qui l'ont quittée récemment. **But :** Le présent fichier vise la coordination des diverses fonctions relatives à la rémunération, aux avantages sociaux et au personnel; il doit aussi servir à conserver les dossiers qui se rapportent à chacune d'elles. **Usages compatibles :** Les documents servent à s'assurer de l'exactitude des salaires, des retenues sur les salaires et des cotisations (voir aussi le fichier Paie et présences SCP PPE 815), et à fournir des conseils sur les avantages sociaux accordés; à étayer et à valider les décisions relatives aux nominations, aux mutations, aux primes, aux promotions, aux mesures disciplinaires, aux rétrogradations, à la cessation d'emploi et à la caisse de retraite; faciliter et coordonner certaines fonctions relatives au personnel, à savoir, rémunération et avantages sociaux, perfectionnement et planification des ressources humaines, perfectionnement des cadres supérieurs, formation, réinstallation, intéressement des employés, services automobiles, santé et sécurité professionnelles et environnement, et cotes de sécurité; à établir certaines recherches (par exemple, la comparaison des niveaux des salaires et des avantages sociaux avec ceux d'autres entreprises, la gestion de carrière, l'amélioration de l'organisation, les recherches appliquées sur le personnel); et à vérifier les références d'emploi. Certains renseignements sont divulgués à des tiers, comme le précisent les descriptions des fichiers de renseignements personnels susmentionnés (notamment les fichiers de Paie et de présences). De plus, certains renseignements sur les nouveaux membres et le changement de statut d'emploi sont divulgués aux syndicats. **Normes de conservation et de destruction :** Les documents sont conservés pendant toute la durée de l'emploi à la Société. (Les avis disciplinaires sont conservés conformément aux dispositions des conventions collectives et les dossiers sur les saisies-arrêts sont conservés pendant les deux années qui suivent le règlement avant d'être détruits.) Un an après la date de cessation d'emploi, les documents sont transférés aux Archives nationales du Canada et y sont détruits lorsque l'employé atteint l'âge de 70 ans ou deux ans après son décès (pourvu qu'au moins deux ans se soient écoulés depuis la dernière mesure administrative). Ils sont conservés en permanence si

l'archiviste national considère qu'ils ont une valeur historique ou archivistique. **No. APC :** 88-007

Enregistrement (SCT) : 001346 **Numéro de fichier :** SCP PPE 802

Dotation et emploi

Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, échelles de salaire, profils de choix, avis de concours, demandes de mutation, listes d'ancienneté, d'employés excédentaires, de mises à pied, de rappel et d'admissibilité, inventaires de la main-d'oeuvre, curriculum vitae (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques (feuilles d'examen, tests et résultats), listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, avis aux candidats concernant le droit d'appel, documents sur des appels et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le numéro et la date du concours, le cas échéant, ainsi que le titre du poste et le lieu de travail. **Catégorie de personnes :** Personnes qui font des demandes d'emploi ou qui sont engagées pour remplir, au sein de la Société, des postes temporaires ou permanents. **But :** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de la Société canadienne des postes. **Usages compatibles :** Les demandes d'emploi sont examinées lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802), Paie et présences (SCP PPE 815) et au Système d'information sur les ressources humaines (SCP PPE 804); étayer la planification de la relève et le perfectionnement professionnel; assurer une réponse aux candidats concernant leur demande d'emploi et leurs entrevues, et à traiter les plaintes, les appels et les griefs relatifs aux nominations et aux promotions (voir au fichier Griefs, SCP PPE 813). Il est possible d'afficher et de remettre aux agents des unités de négociation des renseignements personnels limités sur l'ancienneté, le personnel excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des renseignements personnels sur les candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions. **Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes. **No. APC :** 88-007

Enregistrement (SCT) : 001345 Numéro de fichier :
SCP PPE 801

Droits de la personne

Description : Ce fichier réunit des lettres de plaintes confidentielles et des notes d'entrevue avec les plaignants, les personnes présumées responsables de traitement injuste ou de harcèlement, ainsi que des témoignages, des rapports d'analyse et d'enquête et des documents sur les décisions prises. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux, des évaluations et de la correspondance personnelle. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. **Catégorie de personnes :** Personnes qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les personnes qui sont présumées en être les responsables. **But :** Le présent fichier vise le règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. **Usages compatibles :** Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant – voir le fichier SCP PPE 802); et à recommander des décisions à la direction, ou à appuyer celles qu'elle prend, sur la mutation ou l'imposition de mesures disciplinaires aux employés ou d'autres mesures correctives comme, par exemple, si la plainte est fondée sur une politique ou une procédure de la Société. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de deux ans après l'année financière du dernier emploi administratif, qui correspond habituellement au règlement de la plainte. **No. APC : 88-007**

Enregistrement (SCT) : 001352 Numéro de fichier :
SCP PPE 809

Équité en matière d'emploi

Description : Ce fichier réunit des données, informatisées et imprimées, d'Équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet. **Catégorie de personnes :** Employés qui ont répondu au questionnaire d'auto-identification d'Équité en matière d'emploi. Les employés ne répondent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones. **But :** Le présent fichier servira à mettre sur

pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. **Usages compatibles :** Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire et la catégorie professionnelle) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Emploi et Immigration Canada.

Normes de conservation et de destruction : Les imprimés sont conservés trois ans jusqu'à ce qu'ils soient utilisés pour préparer des rapports au Parlement. On élabore actuellement un calendrier de conservation des dossiers informatisés. **No. APC : 88-007**

Enregistrement (SCT) : 001353 Numéro de fichier :
SCP PPE 810

Formation

Description : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations, déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le Système d'information sur les ressources humaines (SCP PPE 804). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Services automobiles (SCP PPE 825) et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. **Catégorie de personnes :** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. **But :** Le présent fichier porte sur la formation fournie aux employés. **Usages compatibles :** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail

pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le fichier Système d'information sur les ressources humaines (SCP PPE 804). À noter que des renseignements sur la formation linguistique (langues officielles) des employés de la SCP sont partagés avec la Commission de la Fonction publique et le Conseil du Trésor et parfois établis avec ces organismes. **Normes de conservation et de destruction** : La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques. **No. APC** : 88-007 **Enregistrement (SCT)** : 001349 **Numéro de fichier** : SCP PPE 805

Gestion du parc de véhicules

Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de la Société canadienne des postes et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. (Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations – Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident. **Catégorie de personnes** : Conducteurs des véhicules appartenant à la Société. **But** : Le présent fichier vise l'emploi efficace et sûr des véhicules. **Usages compatibles** : Les documents servent à valider les permis délivrés par les provinces et la Société canadienne des postes; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir.

(Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). Des renseignements peuvent, avec le consentement de la personne intéressée, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démérite, suspension du permis de conduire). **Normes de conservation et de destruction** : Les fiches historiques des conducteurs de véhicules, qui contiennent notamment un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé cesse d'occuper le poste de conducteur. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif. **No. APC** : 88-007 **Enregistrement (SCT)** : 002011 **Numéro de fichier** : SCP PPE 825

Griefs et arbitrages

Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception et réponses de la direction, témoignages, avis juridiques, rapports d'enquête et d'analyse, descriptions de fonction (pour les griefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et de la Cour fédérale et correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griefs (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIJRT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIJRT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief. **Catégorie de personnes** : Les griefs personnels soumis par des unités de négociation accréditées ou la Société canadienne des postes concernant la violation présumée de la convention collective. **But** : Le présent fichier sert au règlement des griefs relatifs à l'interprétation des conventions collectives. **Usages compatibles** : Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévoit, notamment, le renvoi des causes au siège des division, au siège social, en arbitrage, au Conseil canadien des relations du travail ou à la Cour fédérale; à des fins de recherche, comme

les analyses de tendances et les analyses thématiques; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue des négociations collectives. Le SIJRT fournit à la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public).

Normes de conservation et de destruction : Les documents sont conservés pendant deux ans après le règlement du grief, sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant dix ans. Un exemplaire des documents de grief/arbitrage est également transmis aux Archives nationales du Canada. S'ils sont considérés par l'archiviste national comme ayant une valeur historique ou archivistique, ils sont conservés en permanence. S'ils présentent une certaine valeur de jurisprudence, des résumés accessibles au public sont conservés dans le SIJRT pendant quinze ans. **No. APC :** 88-007

Enregistrement (SCT) : 001356 **Numéro de fichier :** SCP PPE 813

Infractions ayant trait aux affaires postales

Description : Ce fichier contient des renseignements réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les employés, les renseignements portent sur des infractions comme le vol de courrier et le détournement de fonds; pour le grand public, le fichier contient, entre autres, les renseignements suivants : données sur les infractions commises à l'échelle nationale ou internationale, vols commis dans des bureaux de poste et des boîtes à lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances dangereuses et vols à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. **Catégorie de personnes :** Employés et entrepreneurs de la Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi que des dispositions du Code criminel sur les infractions relatives au courrier. **But :** Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale.

Usages compatibles : Les documents servent à étayer la procédure d'enquête et de renseignements établie pour résoudre et réduire les infractions contre la Société canadienne des postes. Certains renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une

éventuelle poursuite judiciaire. **Normes de conservation et de destruction :** Les documents sont gardés pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêté a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont conservés en permanence. **No. APC :** 88-007

Enregistrement (SCT) : 001365 **Numéro de fichier :** SCP PPE 824

Paie, avantages sociaux et présences

Description : Ce fichier contient notamment des lettres d'autorisation (par exemple, rémunération au rendement, prime au bilinguisme, paie d'intérim, exemptions d'assurance-chômage), des formulaires d'inscription (par exemple, formulaires de dotation, demandes au titre des régimes d'assurance collective chirurgicale-médicale et d'assurance), des feuillets TD1, T4 et d'autres renseignements sur les déductions d'impôts, les cotisations syndicales, l'assurance-maladie et le régime de pensions du Canada, le régime d'épargne et les instructions de dépôt, les rabais, les dossiers d'amendes, de suspensions, des fiches de temps, des rapports de présence, des certificats médicaux et d'autres formulaires de présences et de congés, des états des gains à jour et, le cas échéant, des dossiers sur les allocations, les primes d'encouragement, les avantages accessoires, les versements en trop, les saisies-arrêts et la cessation d'emploi. Le fichier contient d'autres documents de référence notamment les copies du certificat de naissance, la liste des emplois précédents, les certificats de maladie, les certificats de mariage, de séparation ou de divorce, le nom de la personne à prévenir en cas d'urgence, les procurations et les dossiers d'une succession, par exemple le nom des bénéficiaires. Certaines des données ont été informatisées et versées dans les systèmes de Comcheq et dans les systèmes suivants de la Société canadienne des postes : Congés et présences du siège social; Système de l'Association canadienne des maîtres de poste et adjoints (pour les bureaux semi-urbains et à commission), Système national sur les versements en trop, système de paie des aides Médiaposte et système de paie pour les employés occasionnels du Syndicat des postiers du Canada. Précisons que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des formulaires TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires, aux saisies-arrêt et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par Revenu Canada et par Ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, leur numéro d'assurance sociale et les dates

en question, et préciser s'ils recherchent des renseignements sur les présences et la paie ou des genres plus précis d'information. **Catégorie de personnes** : Tous les employés présentement à l'emploi de la Société canadienne des postes et ceux qui l'ont quittée récemment, et les aides Médiaposte. **But** : Le présent fichier porte sur les présences et les congés, et sur le versement des salaires et des avantages financiers aux employés. **Usages compatibles** : Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires au sein de la Société canadienne des postes, à savoir : calculer la paie, émettre des chèques, faire des dépôts pour les employés et répondre à leurs demandes sur la paie; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop, pour toucher les sommes dues à la Couronne et pour mettre en vigueur les ordres de saisies-arrêts); et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, et autres. Les renseignements sont détenus aussi par Services Gouvernementaux Canada (pour faciliter l'administration des régimes de retraite); par Revenu Canada – Impôt (revenu et retenues) par les commissions des accidents de travail provinciales, par les organismes provinciaux d'assurance-maladie, et les compagnies d'assurance médicale collective. Des renseignements sont aussi transmis à Ressources humaines Canada, particulièrement pour les cessations d'emploi, conformément à la Loi sur l'assurance-chômage et aux règlements connexes. Les dossiers servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail ainsi que les plaintes et les griefs relatifs à la paie (voir le fichier SCP PPE 813). **Normes de conservation et de destruction** : Les registres de présences sont conservés pendant trois exercices financiers. Les dossiers annuels sur les présences et les autres dossiers sur la paie sont conservés pendant la durée d'emploi à la Société canadienne des postes. Un an après la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de soixante-dix ans, ou deux ans après son décès (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les données contenues dans le Système sur les congés et les présences du siège social sont conservées pendant trois ans. Les dossiers contenant les données de fin d'année sur l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national sur les versements en trop sont conservées pendant six ans après le dernier usage administratif. **No. APC** : 88-007 **Enregistrement (SCT)** : 002010 **Numéro de fichier** : SCP PPE 815

Programme d'intéressement des employés

Description : Le fichier comporte, entre autres, les documents suivants : description du poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés

dans le système du Programme d'intéressement à l'entreprise (PIE), notamment, le nom, le numéro d'assurance sociale, la classification de l'employé, le numéro et la nature de l'initiative. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu.

Catégorie de personnes : Employés qui ont présenté une demande de prime ou dont la candidature a été retenue. Précisons que les renseignements concernant la remise de primes pour conduite sécuritaire au volant sont versés au fichier Services automobiles (SCP PPE 825) et que les documents concernant le règlement des coûts des primes sont aussi classés au fichier Comptes fournisseurs (SCP PPE 820). **But** : Le présent fichier porte sur le Programme d'intéressement à l'entreprise. **Usages compatibles** : Le fichier est utilisé pour encourager, déterminer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être joints définitivement aux Dossiers individuels sur le personnel (SCP PPE 802) et (ou) au fichier Système d'information sur les ressources humaines (SCP PPE 804). Une liste des initiatives est distribuée aux gestionnaires afin qu'ils étudient la possibilité de les appliquer dans leur secteur respectif. Le système informatisé sert au contrôle du traitement des initiatives et de la remise des prix, au besoin. Seulement certains renseignements concernant les gagnants peuvent être transmis au grand public par voie d'affichage, par les médias et dans les publications de la Société. **Normes de conservation et de destruction** : Les documents sont conservés pendant sept ans après l'année financière du dernier emploi administratif, après quoi ils sont détruits. **Enregistrement (SCT)** : 001351 **Numéro de fichier** : SCP PPE 807

Programme de bourses d'études

Description : Cette banque contient des données concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à Revenu Canada, Impôt. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4. **Catégorie de personnes** : Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse. **But** : Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de la SCP. **Usages compatibles** : Les demandes de bourse sont évaluées en fonction des résultats scolaires

et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont requises au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. **Normes de conservation et de destruction** : Un calendrier de conservation et de destruction des données sur le Programme de bourses d'études est en cours d'élaboration. **Enregistrement (SCT)** : 003157 **Numéro de fichier** : SCP PPE 835

Réclamations – gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité civile et d'accidents de la circulation, des avis juridiques, des ententes de règlement et d'autres documents sur les accidents d'automobile et d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte (d'emploi ou de revenu). Les documents portent aussi sur les pertes causées par les incendies et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820), que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Services automobiles (SCP PPE 825), que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail (SCP PPE 845), et que les réclamations portant sur le courrier en retard, perdu ou endommagé sont versées dans le fichier Services à la clientèle (SCP PPU 030). Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre. **Catégorie de personnes** : Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs) ainsi que sur les tiers qui présentent des réclamations ou à qui la Société réclame des dédommagements. **But** : Le présent fichier porte sur le traitement des réclamations présentées par la Société canadienne des postes et par des tiers. **Usages compatibles** : Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont

assurés, les réclamations sont traitées par des régleurs de l'extérieur. Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres. **Normes de conservation et de destruction** : Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). **No. APC** : 88-007 **Enregistrement (SCT)** : 001360 **Numéro de fichier** : SCP PPE 819

Réinsertion professionnelle

Description : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevue initiale et de suivi, des notes sur les progrès, des rapports de recommandations, des rapports de fermeture de cas, des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y a lieu de prendre note que des dossiers de consultation peuvent se retrouver dans Griets et arbitrages, SCP PPE 813, Dossier de santé des employés, SCP PPE 840, et dans Demandes de règlement à la Commission des accidents de travail, SCP PPE 845). **Catégorie de personnes** : Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie. **But** : Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente. **Usages compatibles** : Les dossiers que le fichier contient servent à élaborer et à mettre en oeuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, les consultants médicaux et infirmiers, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité au Code Canadien de travail, aux lois sur les accidents du travail et à la Loi sur les droits de la personne et à faire des suivis et des vérifications. **Normes de conservation et de destruction** : Un calendrier de conservation et de destruction est en cours d'élaboration. **Enregistrement (SCT)** : 003292 **Numéro de fichier** : SCP PPE 851

Réinstallation

Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le

règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Ce fichier contient aussi le numéro d'assurance social là où il s'agit de dossiers qui précèdent l'exercice 1993-1994. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. **Catégorie de personnes** : Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à la Société canadienne des postes. **But** : Le présent fichier porte sur la réinstallation des employés. **Usages compatibles** : Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure. **Normes de conservation et de destruction** : Les documents sont conservés pendant six années financières suivant celle où les dépenses sont engagées, avant d'être détruits. **Enregistrement (SCT)** : 001358 **Numéro de fichier** : SCP PPE 816

Services aux régions du Nord

Description : Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait; des certificats officiels de citoyenneté; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Les données relatives aux nouveaux employés sont extraites du Système d'information des ressources humaines (SCP PPE 804); et partagées avec les Décaissements (voir Comptes fournisseurs, SCP PPE 820) ainsi que les Opérations du service de la paie. **Catégorie de personnes** : Près de 300 employés des services aux régions du Nord et leurs personnes à charge. **But** : Appuyer la rémunération des employés des Services aux régions du nord. **Usages compatibles** : Déterminer et administrer les indemnités de poste isolé (avantage imposable) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements. **Normes de conservation et de destruction** : Les dossiers seront conservés pendant un minimum de deux ans suivant la cessation d'emploi.

Enregistrement (SCT) : 003548 **Numéro de fichier** : SCP PPE 832

Services spéciaux

Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). **Catégorie de personnes** : Un pourcentage restreint d'employés exclus qu'on dirige vers les Services spéciaux parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. **But** : Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués. **Usages compatibles** : Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). **Normes de conservation et de destruction** : Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. **No. APC** : 88-007 **Enregistrement (SCT)** : 001355 **Numéro de fichier** : SCP PPE 812

Stationnement

Description : Ce fichier réunit les demandes de permis et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il existe aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes** : Employés et entrepreneurs de la Société qui ont demandé ou reçu un permis de stationnement de la SCP. **But** : Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. **Usages compatibles** : Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite par la GRC pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés. **Normes de conservation et de destruction** : Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits. **Enregistrement (SCT)** : 001359 **Numéro de fichier** : SCP PPE 817

Système d'information sur les ressources humaines (SIRH)

Description : Le présent fichier informatisé remplace l'ancien système du même titre (l'ancien SIRH) ainsi que la Base de données sur le personnel (SCP PPE 803). Il contient des renseignements comme la date d'entrée en

fonction et le nombre d'années de service à la Société canadienne des postes, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps- plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, le niveau du visa d'intégrité, les résultats des évaluations du rendement, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés. **Catégorie de**

personnes : Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985.

But : Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP.

Usages compatibles : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démissions et les cessations d'emploi; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'oeuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter- entreprises, des analyses des tendances). **Normes de conservation et de**

destruction : Le calendrier concernant la conservation et la destruction des données du nouveau SIRH est en préparation. Il englobera l'ancien SIRH et la Base de données sur le personnel. Le calendrier actuel de la portion informatisée de l'ancien SIRH est la durée de l'emploi plus deux ans. Aux fins de statistiques, un fichier historique permanent est conservé pendant 40 ans. Le calendrier concernant la copie papier des fichiers des ressources humaines est de dix ans pour les évaluations du rendement, sous réserve des dispositions des conventions collectives; la durée de l'emploi pour les autres fichiers à moins qu'ils ne soient remplacés

(par exemple curriculum vitae); et le transfert aux Archives nationales a lieu un an après l'année de cessation d'emploi, pour conservation jusqu'à l'âge de soixante-dix ans, ou deux ans après le décès où ils sont alors détruits. **No. APC** : 88-007 **Enregistrement (SCT)** : 001348 **Numéro de fichier** : SCP PPE 804

Système national des présences

Description : Cette banque informatisée renferme, sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail et les déplacements entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les congés prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à signaler que certaines données en clair peuvent se trouver au fichier Paie et Présences, SCP-PPE-815. **Catégorie de personnes** : Tous les employés actuels ou ayant récemment quitté la SCP, qui sont ou qui ont été assignés à un site du SNP. **But** : Ce fichier a pour but de recueillir les données sur les présences et les congés aux sites SNP afin de surveiller les déplacements entre les postes de travail des employés pendant les quarts et d'obtenir une ventilation de la répartition de la main-d'oeuvre par quart de travail à chaque établissement. **Usages compatibles** : Les dossiers servent à confirmer les droits salariaux et autres des employés, à déterminer les schémas de répartition de la main-d'oeuvre par quart de travail à chaque établissement SNP, à prévoir les affectations des employés réguliers et occasionnels, à effectuer des vérifications et à compiler des statistiques. Les données en direct peuvent être consultées par 16 semaines après quoi elles sont archivées sur bande magnétique. Les employés qui demandent accès à ce fichier doivent d'abord produire leur numéro d'identification d'employé, indiquer leur emplacement de travail et préciser la période à laquelle se rapportent les données. **Normes de conservation et de destruction** : Les dossiers seront conservés pendant un minimum de deux ans. **Enregistrement (SCT)** : 003547 **Numéro de fichier** : SCP PPE 831

Systèmes de contrôle de l'accès

Description : Le fichier contient des demandes de carte d'identité, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi. **Catégorie de personnes** : Employés et entrepreneurs qui ont accès aux installations de la Société. **But** : Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles** : Les dossiers servent à l'émission et à la

révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles. **Normes de conservation et de destruction** : Les documents sont

gardés pendant deux ans après la date d'expiration des cartes, puis sont détruits. **Enregistrement (SCT)** : 001364 **Numéro de fichier** : SCP PPE 823

Société d'assurance-dépôts du Canada

Chapitre 96

Fichiers particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes** : Employés de la Société. **But** : Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel.

Usages compatibles : Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. **Normes de conservation et de destruction** : Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. **Enregistrement (SCT)** : 002296 **Numéro de fichier** : SAD PPE 805

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, les évaluations du rendement et les appréciations de l'employé, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. **Catégorie de personnes** : Ce fichier se rapporte aux employés anciens et actuels et il a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; les présences et les congés; les dépenses relatives aux traitements et allocations; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. **Usages compatibles** : Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunérations et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. **Normes de conservation et de destruction** : Ces dossiers sont détruits lorsque l'employé a 80 ans, pourvu que deux

année se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les documents sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. **Enregistrement (SCT)** : 003652 **Numéro de fichier** : SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, comme l'âge, le sexe, la scolarité et le numéro d'assurance sociale. **Catégorie de personnes** : Les postulants à un emploi. **But** : Le fichier sert à sélectionner des candidats et à doter des postes.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant deux ans après expiration de la liste d'admissibilité d'une action de dotation ou après la dernière consultation à des fins administratives. **Enregistrement (SCT)** : 002293 **Numéro de fichier** : SAD PPE 802

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours, et les évaluations; les résultats des examens et les certificats; les dossiers concernant le remboursement des frais; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement, parrainés par le gouvernement ou par des organismes privés, et qui peuvent nécessiter l'utilisation du numéro d'assurance sociale. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés, et que l'on trouve, dans le dossier sur les évaluations de rendement, les renseignements touchant les besoins en perfectionnement pour chaque employé. **Catégorie de personnes** : Employés anciens et actuels. **But** : Ce fichier sert à approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. **Usages compatibles** : Il sert aussi à étayer

les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux promotions et aux évaluations du rendement.

Normes de conservation et de destruction : Ces dossiers sont conservés deux ans après la dernière consultation à des fins administratives. **Enregistrement (SCT) :** 002295 **Numéro de fichier :** SAD PPE 804

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des

employés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. **Usages compatibles :** Ce fichier sert à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. **Normes de conservation et de destruction :** Ces dossiers sont conservés pendant huit exercices financiers.

Enregistrement (SCT) : 002294 **Numéro de fichier :** SAD PPE 803

Société de développement de l'industrie cinématographique canadienne

Chapitre 97

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les

groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnement et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes

d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations), et à Santé nationale et Bien-être social (aux fins des pensions). **Normes de conservation et de destruction** : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. **No. APC** : 85-001 **Enregistrement (SCT)** : 000308 **Numéro de fichier** : DIC PPE 801

Dotation

Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment, sur l'âge, le sexe, le niveau des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les renseignements dans ce fichier se rapportent aux employés de la Société. **Numéro de fichier** : DIC PPE 802

Évaluation du rendement

Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Les renseignements de ce fichier se rapportent aux employés de la Société. Ce fichier contient des renseignements concernant le niveau de rendement de

chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. Le fichier sert aussi à soutenir les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin d'emploi. **Numéro de fichier** : DIC PPE 804

Présences et congés

Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). Les renseignements dans ce fichier se rapportent aux employés de la Société. Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. Le fichier sert aussi à consigner les congés autorisés et les jours de présence; soutenir les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi, et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Numéro de fichier** : DIC PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Société du Centre national des Arts

Chapitre 98

Fichiers particuliers

Travail Canada

Le but de ce fichier est de consigner des renseignements sur les questions de relations de travail qui intéressent les employés du Centre national des Arts, en se conformant aux dispositions du Code canadien du travail. Les dossiers sont conservés pendant une période indéterminée. **Numéro de fichier** : CNA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société du crédit agricole Canada

Chapitre 99

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes** : Employés de l'institution. **But** : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles** : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC** : 85-001 **Enregistrement (SCT)** : 001626 **Numéro de fichier** : SCA PPE 801

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur les employés des groupes cibles. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. **But** : Ce fichier contient toute la

documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe cible (par exemple femmes, autochtones et personnes handicapées physiquement ou mentalement et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes cibles à celles des membres des autres groupes au sein de la SCA sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autres fichiers comprenant des renseignements sur les employés (par exemple la base de données des ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles** : Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en oeuvre la politique relative à l'équité en matière d'emploi. **Normes de conservation et de destruction** : Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. Toutefois, ces documents seront conservés au moins durant les

trois années qui suivent celle à l'égard de laquelle un rapport est fait. **No. APC** : 85-001 **Enregistrement (SCT)** : 002803 **Numéro de fichier** : SCA PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société immobilière du Canada limitée

Chapitre 100

Note : Les renseignements sur les employés de la Société immobilière du Canada sont détenus par

Travaux publics et services gouvernementaux du Canada.

Société pour l'expansion des exportations

Chapitre 101

Fichiers particuliers

Autorisations sécuritaires

Description : Ce fichier renferme les antécédents personnels; les résumés des enquêtes menées par le Service canadien du renseignement de sécurité (SCRS); les fiches d'empreintes digitales; les casiers judiciaires; les directives sur la sécurité et la correspondance relative à l'agrément sécuritaire des employés. (Les détails des enquêtes menées par le SCRS sont gardés dans le fichier Évaluation de sécurité (SRS PPU 005 du SCRS.)

Catégorie de personnes : Employés actuels et anciens employés. **But** : Attribuer la cote de sécurité et fournir des renseignements sur la gestion des mesures sécuritaires du gouvernement. Lorsque les organismes déterminent les cotes de sécurité, ils ne doivent examiner que les renseignements précisés dans ce fichier et non ceux mentionnés dans les dossiers sur les habilitations sécuritaires du SCRS. **Usages**

compatibles : Étayer les décisions relatives à la dotation, aux mutations, aux promotions, aux mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction** : On détruit les dossiers deux ans après le départ de l'employé de l'organisme qui lui a attribué une cote de sécurité.

Enregistrement (SCT) : 000157 **Numéro de fichier** : SEE PPE 807

Cartes d'identité et laissez-passer

Description : Ce fichier renferme des photos, des formulaires d'identification et la correspondance ayant trait à l'émission de cartes d'identité et de laissez-passer. **Catégorie de personnes** : Employés actuels et anciens employés. **But** : Émettre les cartes d'identité et les laissez-passer. **Normes de conservation et de destruction** : On détruit les dossiers deux ans après l'expiration des cartes d'identité et des laissez-passer. **Enregistrement (SCT)** : 000161 **Numéro de fichier** : SEE PPE 809

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêts, ainsi que des rapports d'enquête et de la correspondance concernant les conflits d'intérêts potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes** : Employés actuels et anciens employés qui se trouvent ou pourraient se trouver en situation de conflit d'intérêts. **But** : Le fichier sert à étayer la mise en oeuvre de la politique de la Société en matière de normes de conduite. **Usages compatibles** : Les dossiers permettent d'établir s'il y a conflit d'intérêts et, le cas échéant, de trouver un moyen de résoudre la situation de conflit d'intérêts. **Normes de conservation**

et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêts potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **Enregistrement (SCT)** : 000160 **Numéro de fichier** : SEE PPE 810

Dossier personnel de l'employé

Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale, le numéro du régime provincial d'assurance-maladie, le numéro d'employé, l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de téléphone, ainsi que la correspondance relative au recrutement et à la cessation d'emploi, au traitement et aux indemnités, aux retenues salariales et aux avantages sociaux, au régime de pension, à la fiche de présences et de congés, à l'équité d'emploi, le cas échéant, et aux certificats médicaux à l'appui des congés de maladie. Les documents d'appui comprennent des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants; les certificats de mariage ou de décès; le nom de la personne avec qui communiquer en cas d'urgence; les renseignements bancaires permettant le virement du traitement; et les fiches de désignation des bénéficiaires. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. **Catégorie de personnes** : Employés actuels et anciens employés. **But** : Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi; la fiche de présences et de congés; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux. **Usages compatibles** : Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi; à la fiche de présences et de congés; au traitement, aux prestations et aux avantages sociaux; au régime de pension; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour l'emploi, le régime de pension, la rémunération et les avantages sociaux. On le transmet également, avec d'autres renseignements, à Revenu Canada pour l'impôt sur le revenu, à Approvisionnement et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application. **Normes de conservation et de destruction** : On conserve les dossiers pendant la

durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 70 ans ou pendant un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver les dossiers de façon permanente si on estime qu'ils possèdent une valeur historique. **Enregistrement (SCT)** : 000152 **Numéro de fichier** : SEE PPE 802

Dossier professionnel de l'employé

Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'employé, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. **Catégorie de personnes** : Employés actuels et anciens employés. **But** : Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. **Usages compatibles** : Étayer les décisions portant sur la dotation; la rémunération et les avantages sociaux; la formation et le perfectionnement; les langues officielles; la santé et la sécurité professionnelles. **Normes de conservation et de destruction** : On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 70 ans, ou pendant un maximum d'un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver le dossier de façon permanente si on estime qu'il possède une valeur historique. **Enregistrement (SCT)** : 000151 **Numéro de fichier** : SEE PPE 801

Dotation

Description : Ce fichier renferme les demandes de dotation; les descriptions de poste; les échelles de traitement; les profils de sélection; les demandes d'emploi des candidats; les observations des comités de dotation en personnel; les examens et les résultats; les offres d'emploi; les avis envoyés aux candidats et la

correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat.

Catégorie de personnes : Employés-candidats. **But :** Choisir les candidats et combler les postes vacants.

Normes de conservation et de destruction : On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel.

Enregistrement (SCT) : 000153 **Numéro de fichier :** SEE PPE 803

Formation et perfectionnement

Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement et donnés par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés. **But :** Approuver et noter la participation des employés à des cours de formation et de perfectionnement. **Usages**

compatibles : Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés.

Normes de conservation et de destruction : On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé. **Enregistrement (SCT) :** 000154 **Numéro de fichier :** SEE PPE 804

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport du superviseur; enquête sur un accident, documents qui sont conservés au centre de responsabilité compétent. Conformément aux exigences de Travail Canada, ces dossiers

renferment des renseignements personnels sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Travail Canada dans le fichier TRA PCE 701. **Catégorie de personnes :** Employés actuels et anciens employés.

But : Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace du programme de santé et de sécurité. **Usages**

compatibles : Étayer les décisions relatives aux indemnisations et aux congés attribuables à des accidents du travail; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Travail Canada. **Normes de conservation et de destruction :** On conserve les dossiers relatifs à l'administration des premiers soins pendant cinq ans; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont conservés pendant 10 ans; après cette période, les dossiers sont détruits. Quant aux dossiers de Travail Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant. **Enregistrement (SCT) :** 000156 **Numéro de fichier :** SEE PPE 806

Langues officielles

Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences; les demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. **Catégorie de personnes :** Employés actuels et anciens employés.

But : Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés. **Usages compatibles :** Étayer à l'aide de pièces à l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétariat du Conseil du Trésor. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents.

Enregistrement (SCT) : 000155 **Numéro de fichier :** SEE PPE 805

Stationnement

Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par la Société. La section du dossier personnel de l'employé portant sur la rémunération et les avantages sociaux contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des

ressources humaines et dans le Système informatique de gestion. **Catégorie de personnes :** Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement. **But :** Le fichier sert à étayer l'administration des avantages en matière de stationnement. **Usages compatibles :** Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. **Normes de conservation et de destruction :** On détruit les dossiers deux ans après l'expiration du permis. **Enregistrement (SCT) :** 000159 **Numéro de fichier :** SEE PPE 808

Voyages et réinstallations

Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Ce fichier concerne les employés actuels et anciens employés. Il a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. **No. APC :** 85-001 **Numéro de fichier :** SEE PPE 811

Solliciteur général Canada

Chapitre 102

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Statistique Canada

Chapitre 103

Fichiers particuliers

Demande émanant des organismes fédéraux d'enquête

Description : Ce fichier contient une copie des demandes de divulgation présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers personnels peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même. **Catégorie de personnes :** Employés de Statistique Canada ayant fait l'objet d'une demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale. **But :** Ce fichier sert à tenir un registre des demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Le Commissaire à la protection de la vie privée le consulte lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers. **Usages compatibles :** Il n'y a pas, en ce moment, d'autres usages pour cette banque de donnée. **Normes de conservation et de destruction :** Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de deux ans suivant la demande. **No. APC :** 78-001 **Renvoi au dossier # :** STC SAC 615 **Enregistrement (SCT) :** 001603 **Numéro de fichier :** STC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Transports Canada

Chapitre 104

Fichiers particuliers

Demande de désignation au titre d'inspecteur des marchandises dangereuses

Description : Ce formulaire collige des renseignements concernant les postulants afin que la Direction générale du transport des marchandises dangereuses puisse délivrer des certificats d'inspecteurs. **Catégorie de personnes :** Les personnes qui satisfont aux exigences de certification aux termes de la partie XIII du Règlement sur le TMD. **But :** Les renseignements sont exigés en vertu de la Loi de 1992 sur le TMD, et de la partie XIII du Règlement sur le TMD pour la délivrance du certificat

d'inspecteur. **Usages compatibles :** Les renseignements figurant sur la demande sont exigés en vertu de la Loi de 1992 sur le TMD et de la partie XIII du Règlement sur le TMD et sont nécessaires pour la délivrance d'un certificat d'inspecteur. La partie du formulaire portant sur le certificat est remise à l'inspecteur pour qu'il puisse s'identifier. **Normes de conservation et de destruction :** Les documents sont conservés pendant cinq années et on peut prolonger ce délai d'une période analogue. **Enregistrement (SCT) :** 002689 **Numéro de fichier :** MTC PPE 812

Formation – Contrôleurs de la circulation aérienne et spécialistes de service de vol - progrès d'étudiant

Description : Ce fichier comprend les données personnelles, y compris le numéro d'assurance sociale, les résultats d'examens, le progrès de l'étudiant durant la période de formation et la correspondance relative à la participation à la formation en contrôle de la circulation aérienne et comme spécialistes de service de vol.

Catégorie de personnes : Les étudiants choisissent par recrutement général afin de participer à la formation; s'ils réussissent à la formation, ils deviennent des employés de Transports Canada. **But :** Documentation pour la gestion de la formation pour les Contrôleurs de la circulation aériennes et des spécialistes de service de vol. **Usages compatibles :** Faire le "monitoring" du progrès des étudiants et pour confirmer les réalisations des employés. Si l'étudiant devient employé, les données sont couplées avec le dossier concernant les évaluations de rendement et le dossier personnel de l'employé. Si l'étudiant ne devient pas un employé, il n'y aura aucun couplage des données. **Normes de conservation et de destruction :** Destruction des dossiers deux ans après avoir manqué ou abandonné le processus de sélection. **Enregistrement (SCT) :** 003202 **Numéro de fichier :** MTC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et les évaluations, le numéro d'assurance sociale, le statut de membre d'un group visé par l'équité en matière d'emploi, les résultats des examens et les certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques de gouvernement concernant les programmes d'équité et matière d'emploi. **Normes de conservation et de destruction :** Les dossiers peuvent être détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Enregistrement (SCT) :** 003356 **Numéro de fichier :** MTC PPE 805

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des programmes du Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations dûment remplis, concernant soit la prime au mérite, soit la prime à l'initiative. **Catégorie de personnes :** Employés du Ministère qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement ou des programmes de primes du Ministère. **But :** Le fichier a pour but de donner des renseignements sur les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et autres primes du Ministère. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. **Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. **No. APC :** 86-001 **Enregistrement (SCT) :** 002306 **Numéro de fichier :** MTC PPE 808

Profil du personnel

Description : Contient les profils des employés qui travaillent avec le Groupe des aéroports, région de l'Ontario. Ces informations comprennent les noms, positions, locations de travail, qualifications, intérêts et ambitions de ces employés. **Catégorie de personnes :** Employés, Groupe des aéroports, région de l'Ontario. **But :** Pour aider la gérance du groupe dans la planification de l'entraînement et le développement de ses employés. **Usages compatibles :** Information ramasser est utilisé par la gérance pour faciliter l'adaptation des besoins de l'organisation aux intérêts et aspirations des employés. **Normes de conservation et de destruction :** Fichiers sont retenus pour trois ans avant d'être détruits. **Enregistrement (SCT) :** 003201 **Numéro de fichier :** MTC PPE 817

Programme d'aide aux employés (PAE)

Description : Ce fichier contient des renseignements confidentiels relatifs à la participation de l'employé aux services de consultation, la source et la raison de la référence, la chronologie de cas, les recommandations et références, et les données démographiques du client. **Catégorie de personnes :** Les employés de Transports Canada utilisant les services de consultation. **But :** Ce fichier a pour but de conserver les renseignements nécessaires à l'administration du programme et de répondre aux besoins de l'employé qui utilise les services de consultation. **Usages compatibles :** Étayer

les décisions des conseillers concernant les démarches prises en matière d'aide aux employés (ex. références, recommandations, suivi). Utilisation d'une banque globale de données afin de déterminer les besoins relatifs au programme. **Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la dernière activité enregistrée au programme d'aide aux employés. **No. APC** : 86-001 **Enregistrement (SCT)** : 001069 **Numéro de fichier** : MTC PPE 803

Programme de l'équité en matière d'emploi – auto-identification du groupe cible

Description : Ce fichier est de la responsabilité du Programme de l'équité en matière d'emploi du Ministère. Les dossiers contiennent les données recueillies par une enquête ministérielle auprès des employés de Transports Canada. Les employés donnent volontairement des renseignements personnels : nom, numéro d'assurance sociale et groupe cible. Les renseignements seront mis à jour au moyen d'un questionnaire qui sera joint à la lettre d'offre aux nouveaux employés. **Catégorie de personnes** : Les employés de Transports Canada. **But** : Le fichier a été établi pour permettre l'analyse approfondie des statistiques du Programme d'équité en matière d'emploi envers les groupes désignés du Ministère. Cela reflétera la situation des employés de Transports Canada et facilitera la provision équitable de services à tous les groupes désignés. **Normes de conservation et de destruction** : Les dossiers des employés sont conservés jusqu'au moment de leur départ du Ministère. **No. APC** : 86-001 **Enregistrement (SCT)** : 001604 **Numéro de fichier** : MTC PPE 804

Programme de maintien de l'emploi

Description : Ce fichier contient des renseignements sur les employés touchés par le réaménagement de l'effectif. Ces renseignements se rapportent aux employés, aux postes, à la situation à l'intérieur du Programme de maintien de l'emploi, aux considérations sur le redéploiement et le recyclage. **Catégorie de personnes** : Employés de Transports Canada. **But** : Le but de ce fichier est de renseigner le personnel chargé de l'administration du Programme de maintien de l'emploi, d'appuyer et de documenter les décisions relatives au réaménagement de l'effectif, plus particulièrement en ce qui a trait au recyclage des employés touchés. **Normes de conservation et de destruction** : Les dossiers sont conservés deux ans après les dernières décisions administratives. **No. APC** : 86-001 **Enregistrement (SCT)** : 002307 **Numéro de fichier** : MTC PPE 807

Système de gestion de l'information sur la formation

Description : Le SGIF est un système de capture de données et de préparation de rapports pour le Plan annuel de formation et le Rapport des activités de formation. De plus, ce système comprend un module d'inscription aux cours et un module de données historiques sur les cours suivis par les employés. Le système comprend les informations suivantes : nom, NAS, classification, sexe, première langue officielle, titre du poste et adresse de l'employé. Le système comprend également des renseignements sur les cours :

code de cours, titre du cours, localisation et dates, code de programme de formation, langue et source du cours ainsi que les considérations financières afférentes.

Catégorie de personnes : Les employés de Transports Canada. **But** : De fournir des informations de gestion en vue d'étayer le processus de prise de décision des gestionnaires dans le domaine de la formation. Le système vise également à répondre aux exigences d'information des agences centrales et du Ministère. Il est également utilisé pour répondre à certaines demandes soumises en fonction des lois sur l'accès à l'information et de la protection des renseignements personnels. Des rapports sont produits selon les besoins tout en respectant les normes établis par la loi de la protection des renseignements personnels. **Usages compatibles** : Nous colligeons et traitons l'information pour fins de planification, d'établissement de priorité et de compte rendu des activités et coûts de formation au sein du Ministère. L'information recueillie permet également de déterminer la nature et l'envergure de la formation par composante organisationnelle et de procéder à la comparaison des données : (a) planifiées et rapportées; (b) planifiées et non-rapportées; et, (c) non-planifiées mais rapportées. **Normes de conservation et de destruction** : L'information est maintenant gardée pour une période indéterminée puisqu'elle est jugée de nature historique mais ne devrait pas dépasser 35 ans (étant les années approximative de service d'une carrière dans la Fonction publique). **Enregistrement (SCT)** : 003203 **Numéro de fichier** : MTC PPE 816

Système de gestion du personnel

Description : Ce fichier renferme un système d'information sur la gestion du personnel et des postes. Les données portent sur les congés, les présences, la rémunération, les avantages sociaux, les langues officielles, la formation et l'utilisation des ressources. Des améliorations ont permis d'automatiser les transactions de la paie. **Catégorie de personnes** : Tous les employés de Transports Canada. **But** : Ce fichier a pour but de servir d'outil de travail et de permettre au ministère de fournir des données exigées par les organismes centraux. **Normes de conservation et de destruction** : Ces dossiers sont conservés cinq ans et sont sujets à révision. **No. APC** : 86-001 **Enregistrement (SCT)** : 001073 **Numéro de fichier** : MTC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Travaux publics et Services gouvernementaux Canada

Chapitre 105

Fichiers centraux

Banque de données sur les pensions de la fonction publique

Description : cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants. **Catégorie de personnes :** les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions. **But :** ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Centraide, nouvelles politiques (paiements de péréquation) ristournes d'assurance-santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques. **Usages compatibles :** l'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des

prestations de pension eu égard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada – NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en oeuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. **Normes de conservation et de destruction :** les documents sont détruits un an après que toutes les mesures aient été prises. Les bandes de traitement sont ré-utilisées un an. **No. APC :** 86-001 **Enregistrement (SCT) :** 001374 **Numéro de fichier :** ASC PCE 702

Cartes de demande d'assurance

Description : ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. **Catégorie de personnes :** employés de la fonction publique et pensionnés qui participent aux divers régimes. **But :** ce fichier contient tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance-invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. **Normes de conservation et de destruction :** les documents sont détruits un an après le décès de l'employé. **No. APC :** 86-001 **Enregistrement (SCT) :** 001375 **Numéro de fichier :** ASC PCE 703

Registre des logements de la Couronne

Description : ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargée, les salaires, la durée de la location, l'ancienneté de service,

les rapports d'inspections, les frais de services et les autres renseignements liés à l'occupation d'un logement.

Catégorie de personnes : employés de l'administration fédérale. **But :** ce fichier a pour but de consigner des renseignements qui servent à administrer les logements fédéraux. **Normes de conservation et de destruction :** l'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers. **No. APC :** 79-008 **Renvoi au dossier # :** TPC TPC 040 **Enregistrement (SCT) :** 000713 **Numéro de fichier :** TPC PCE 701

Systèmes de traitement de la paye de la fonction publique

Description : ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personnel et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arrêt et au détournement des fonds. **Catégorie de personnes :** employés de la fonction publique fédérale. **But :** ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance chômage et son règlement. **Usages compatibles :** ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements requis par les systèmes connexes. **Normes de conservation et de destruction :** les documents sont détruits dès que l'employé a atteint 70 ans ou un an après le décès de ce dernier. **Renvoi au dossier # :** ASC DOR 090 **Enregistrement (SCT) :** 002596 **Numéro de fichier :** ASC PCE 705

Fichiers particuliers

Dossiers d'enquêtes sur les vérifications spéciales

Description : ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés dont les activités ont été mises en question. **Catégorie de personnes :** employés de l'institution. **But :** ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle. **Usages compatibles :** l'information contenue dans ce fichier est quelquefois transmise à la Gendarmerie royale du Canada. **Normes de conservation et de destruction :** l'information est conservée pendant une période de six ans. **No. APC :**

78-001 **Enregistrement (SCT) :** 000714 **Numéro de fichier :** TPC PPE 801

Programme d'affectations ministériel (PAM)

Description : le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des affectations, de références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de propositions d'affectation et de la correspondance générale. **Catégorie de personnes :** les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation aux Travaux publics ou à d'autres ministères. **But :** ce fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du ministère des Travaux publics ou dans d'autres ministères. **Usages compatibles :** les renseignements servent à établir les employés intéressés par une affectation au sein du ministère des Travaux publics ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** les dossiers sont gardés pendant six ans après la fin de l'affectation ou six ans d'inactivité (aucune affectation). **Enregistrement (SCT) :** 002921 **Numéro de fichier :** TPC PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Renseignements supplémentaires

Les formalités d'accès en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels sont expliquées dans l'INTRODUCTION (au début de cette publication).

De manière à pouvoir administrer les régimes de prestations, de pensions et de paye de la fonction publique et à pouvoir fournir des services de pension à d'autres organismes, le Ministère conserve les documents suivants :

- correspondance ministérielle
- dossiers par sujet, y compris les décisions administratives et les avis juridiques

- correspondance portant sur le régime de soins dentaires
- dossiers de listes de paye pour la fonction publique et la Gendarmerie royale du Canada.
- les dossiers de versement de pensions des Forces canadiennes, de la Gendarmerie royale du Canada, des membres du Parlement et des juges.

Les dossiers sont conservés dans la région d'Ottawa-Hull ainsi que dans les autres régions.

Remarque : des demandes d'accès concernant les documents et les versements relatifs à des particuliers doivent être adressées au ministère-programme concerné.

Tribunal canadien du commerce extérieur

Chapitre 106

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés du Tribunal. **But :** Ce fichier

contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. **Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. **No. APC :** 85-001 **Enregistrement (SCT) :** 002489 **Numéro de fichier :** TCC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Veterans Affairs Canada

Chapter 104

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Yukon Territory Water Board

Chapter 106

Please note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.

uses are to provide specific and general documentation

Standards: The retention period for this bank is yet to

Related to PR#: TBS PPB 340 **TBS**

Registration: 003582 **Bank Number:** TBS PPE 804

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments.

Class of Individuals: Employees of the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Related to PR#:**

TBS PPB 080, 090 TBS Registration: 001135 **Bank Number:** TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

assignment forms, assignment proposal forms and

Class of Individuals:

Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes.

Retention and Disposal Standards: Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments) on the inventory.

Related to PR#: PSC PCE 762 **TBS Registration:**

002869 **Bank Number:** TBS PPE 805

Exemplary Service Awards

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. **Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. **Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed. **Related to PR#:** TBS SEC 021 **TBS Registration:** 001581 **Bank Number:** TBS PPE 802

Personal Harassment Complaints

Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Class of Individuals:** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints. **Purpose:** The purpose of this bank is to record information necessary for responding to letters of harassment complaints. **Consistent Uses:** consistent

PSSRA, the Treasury Board maintains personnel

information systems on public service employees. This bank is the prime source of training and development data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002324 **Bank Number:** TBS PCE 719

Travel Policy – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts' notes on individual cases pertaining to requests for travel policy exceptions. **Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were made relating to specific policy exceptions. **Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. **Retention and Disposal Standards:** Information is retained for 25 years (to be approved by the National Archives of Canada). **Related to PR#:** TBS PPB 360 **TBS Registration:** 002570 **Bank Number:** TBS PCE 726

Workforce Adjustment Monitoring (WFA) System

Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has

Particular Banks

Complaints – Canadian Human Rights Commission

Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Class of Individuals:** This information relates to individuals who have lodged a CHRC complaint against Treasury Board. **Purpose:** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. **Consistent Uses:** Consistent uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** The retention period for this bank is yet to be established. **TBS Registration:** 003563 **Bank Number:** TBS PPE 803

Developmental Assignments Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for

been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). **Class of Individuals:** All employees, excluding Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10) and who resign prior to the end of their SURPLUS period between July 18, 1987 and March 31, 1991; who, in accordance with the WFA policy, receive lump-sum payments in lieu of their unfilled surplus period. **Purpose:** As of July 18, 1987, Treasury Board of Canada authorized deputy heads to approve up to six months' pay in lieu of unfilled surplus period, for employees who resign prior to the end of their surplus period between July 18, 1987 and the "sunset" date of March 31, 1991. This system is used to monitor the implementation and ongoing departmental compliance of this particular provision of the Work Force Adjustment Policy. **Consistent Uses:** The WFA system has been developed for the Policy and Procedures Group (PPG) of Treasury Board Secretariat. Regularly scheduled reports are provided to the PPG, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. **Retention and Disposal Standards:** The monthly WFA System Master Files are kept for six months. National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. **TBS Registration:** 002855 **Bank Number:** TBS PCE 732

Uses: Information is used for research in policy development, and in considering other requests for relocation policy exceptions. **Retention and Disposal Standards:** Information is retained for 25 years (to be approved by the National Archives of Canada). **Related to PR#:** TBS PPB 360 **TBS Registration:** 002571 **Bank Number:** TBS PCE 727

Senior Personnel Information System

Description: This bank contains personnel management data on senior managers within the public service.

Class of Individuals: This information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act **Purpose:** The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classification, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. **Consistent Uses:** It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, compensation and performance appraisal. It is also used for statistical purposes. **Retention and Disposal Standards:** National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. **Note:** Information collected in this bank will be transferred to the Executive Group Classification Information System. **Bank Number: TBS Registration:** 003612 **Bank Number:** TBS PCE 715

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. **Class of Individuals:** Individuals who are subject to Governor General's Act, the Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfillment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service

Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch after 25 years. Approved by Public Archives. **TBS Registration:** 003561 **Bank Number:** TBS PCE 734

Submissions to Treasury Board

Description: This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Retention and Disposal Standards:** The retention period for this bank is yet to be established. **Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System. **Bank Number TBS Registration:** 003562 **Bank Number:** TBS PCE 701

Training and Development Information System

Description: This bank contains individual federal employee data relating to training and development. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name and classification. Information is also included concerning the type, duration and location of training, as well as the various costs of the training. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees that have taken training or development courses/seminars and for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the

bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within government institutions, for the use of both departments and central agencies. **Consistent Uses:** Statistical data is disclosed to the Employment Equity Target Group Data Bank in order to implement and evaluate government policies relating to employment equity. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **Related to PR#:** TBS ADM 921, 925 **TBS Registration:** 001957 **Bank Number:** TBS PCE 705

Position Information Collection System

Description: This bank contains individual federal employee data relating to position classification matters. The position record contains the social insurance number. Also included is information concerning position classification data. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. **Consistent Uses:** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering

human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Quarterly master and change files are retained for five years. Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002318 **Bank Number:** TBS PCE 725

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. **Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. **Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes. **Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuity System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMF PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years and are then destroyed – approved by Public Archives. **PAC Number:** 69-003 **Related to PR#:** TBS PPB 380 **TBS Registration:** 002568 **Bank Number:** TBS PCE 729

Relocation Policy Exceptions – Individual Cases

Description: This bank contains ministerial and departmental correspondence, background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. **Class of Individuals:** Any individuals whose relocation costs are partially or completely paid by the government. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. **Consistent**

to PR#: TBS SRB 510 **TBS Registration:** 002317 **Bank Number:** TBS PCE 724

National Joint Council Grievances

Description: This bank contains information on

grievances referred to the final level of the National Joint Council redress procedure. Files usually contain

grievance forms specifying the name, address, telephone number, job classification, department and work location

of the grievor, as well as earlier level replies and background information pertinent to each case. This

background information will vary according to the subject of the grievance but may include information

concerning travel and relocation itineraries and expense claims, job search activities and results, and, very

frequently, health information on the grievor. **Class of Individuals:** Federal employees named in Parts I and II

of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC

participants) who have referred their grievances to the final level, the NJC Administrative Committee. **Purpose:**

Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to

resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or

misapplications of policies, directives or regulations which have been the subject of NJC consultations and

have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop

the employer's position in response to employees' grievances referred to the NJC. **Consistent Uses:**

Information is used for internal research to make comparisons between previous and present cases in an

effort to identify precedents. **Retention and Disposal Standards:** Records are retained for 10 years. The

retention and disposal standards are to be approved by the National Archives of Canada. **Related to PR#:**

TBS PPB 450 **TBS Registration:** 002569 **Bank Number:** TBS PCE 735

Official Languages Information System (OLIS)

Description: The OLIS is a central bank containing

information on all established positions and incumbents. The bank includes position and employee-related

information such as language requirements of positions, levels of language knowledge, linguistic profiles, position

classifications, employee classifications, first official language, linguistic status of incumbents and their

effective dates. The social insurance number will be used until such time as it is phased out and replaced by

a unique federal employee identifier. Source of the data: Position-related data are provided by departments and

agencies using OLIF-A5 form whereas employee-related data are collected from the Incumbent System

(TBS PCE 723) and the Second Language Evaluation System of the Public Service Commission. OLIS also

transfers some of its data to the Language Training Module (TBS PCE 704). **Class of Individuals:** All public

service employees (Schedule 1 Part 1 of the Public Service Staff Relations Act) appointed for indeterminate

periods or terms of more than three months in

departments and federal agencies as well as for some

other government organizations under a special agreement. **Purpose:** Pursuant to the Official Languages

act, this bank has been compiled to provide timely and accurate information to support the Government,

Central Agencies, Departments and Agencies for the implementation, control and evaluation of the Official

Languages Program in the public service. **Consistent Uses:** The information is used by the departments

involved as well as by central agencies for reference, research and statistical purposes to monitor the Official

Languages Program. This system is used as a source of information or for linking with the following systems:

Entitlements and deductions System (TBS PCE 716), Incumbent system (TBS PCE 723), Position Information

Collection System (TBS PCE 725) and the Second Language Evaluation System of the Public Service

Commission. All linkages are in compliance with the provisions of the Privacy Act. **Retention and Disposal**

Standards: Quarterly Extract Files are retained for 25 years and Monthly Transaction Files for 5 years. **TBS**

Registration: 002851 **Bank Number:** TBS PCE 703

Official Languages Training Assignment Program

Description: Contains applications and supporting

information of employees involved in the administration and/or management of the Official Languages Program

in organizations – Departments, Crown corporations and their subsidiaries – who are subject to the provisions of

the Official Languages Act, for their participation in a training assignment program. **Class of Individuals:**

Employees who work in the administration and/or management of the Official Languages Program in

organizations subject to the provisions of the Official Languages Act. **Purpose:** To register employees who

work throughout departments and organizations in the administration and/or management of the Official

Languages Program for consideration in training assignments in other organizations. **Consistent Uses:**

Organizations forward applications and supporting documentation of employees interested in training

assignments to the Official Languages Branch. The Official Languages Branch uses the information to

identify applicants suitable for referral to organizations which have corresponding training assignments

available. **Retention and Disposal Standards:** Two years after completion of this type of training undertaken

by an employee, records are destroyed. **Related to PR#:** TBS OLB 260 **TBS Registration:** 001586 **Bank**

Number: TBS PCE 713

Personnel Management Information System

Description: The Personnel Management Information

System contains individual federal employee personnel management data concerning personnel records,

attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages

and performance appraisals. **Class of Individuals:** All federal employees for whom the Treasury Board is

classified as the employer under the Public Service Staff Relations Act. **Purpose:** The bank was compiled to

provide employers with personnel management statistical data in support of Treasury Board's role in collective

and to track the human resource impacts of the program. **Retention and Disposal Standards:** Records on individual cases are kept for 10 years, after which they are destroyed. **PAC Number:** 69-003 (Amendment 14) **Related to PR#:** TBS PPB 380 **TBS Registration:** 001963 **Bank Number:** TBS PCE 722

Mobility File
Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System, and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SFB 510 **TBS Registration:** 002325 **Bank Number:** TBS PCE 720

Management Category Voluntary Early Retirement Incentive Program
Description: This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. **Class of Individuals:** Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the 1985 Voluntary Retirement Incentive Program. **Purpose:** The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. **Consistent Uses:** Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance.

Uses: Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System, and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related**

various leaves taken by individuals. The social insurance

number will be used until such time as it is phased out and replaced by a unique federal employee identifier.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the

Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the

Administrative Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers

described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on

public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is

used for planning, implementing, evaluating and monitoring government policies. The information is used

to support human resources planning and management, which include collective bargaining, compensation

analysis, employment equity programs, and personnel policy planning, implementation, evaluation and

monitoring. The bank is also used to respond to special requests for information and to conduct research,

special studies and surveys as it relates to employee-related personnel information and Access to

information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity

Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal

departments or agencies. This system may be used as a source of information or for linking with the following

systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System,

Official Languages Information System, Mobility File, Leave Without Pay System, Position Information

Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP

Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose

of administering human resources and compensation plans are in compliance with the provisions of the

Privacy Act. **Retention and Disposal Standards:** Master files are retained for 25 years. The retention and

disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510

TBS Registration: 002323 **Bank Number:** TBS PCE 718

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates and classification. Information is also

included concerning the reason for leave without pay and the effective and return dates. The social insurance

number will be used until such time as it is phased out and replaced by a unique federal employee identifier.

Class of Individuals: All employees for whom Treasury Board is classed as the employer under the Public

Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the

File, Leave Without Pay System, Training and

Development Information System, Position Information Collection System, Public Service Pay System, Executive

and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the

Public Service Commission. All linkages for the purpose of administering human resources and compensation

plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Master

files are retained for 25 years. The retention and disposal periods are to be approved by the National

Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002316 **Bank Number:** TBS PCE 723

Language Training Module (LTM)

Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank

includes information such as proficiency levels trained to, hours used for language training and type of training

received. The social insurance number will be used until such time as it is phased out and replaced by a unique

federal employee identifier. Source of the data: Departments and Agencies are responsible to update

the LTM using the LTM A-8 form. There is an interface between the Language Training System (LTS) of the

Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide

Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An

interface also exists between the Official Languages Information System (OLIS) – TBS PCE 703 – and the

LTM of the Treasury Board Secretariat. **Class of Individuals:** The information relates to public servants,

current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff

Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public

Service Staff Relations Act. **Purpose:** The purpose of this bank is to provide accurate, timely and reliable

information to support the Government, Central Agencies, Departments and Agencies in the

implementation and control of that segment of the Official Languages Program that pertains to language

training provided to public servants. **Consistent Uses:** The information is used by the departments involved as

well as by the central agencies for reference, research and statistical purposes to monitor that segment of the

Official Languages Program that pertains to language training provided to public servants. All linkages done

using LTS and OLIS are in compliance with provisions of the Privacy Act. **Retention and Disposal Standards:** Quarterly Extract Files are retained for 25 years. **TBS**

Registration: 002852 **Bank Number:** TBS PCE 704

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, social insurance number, name, salary, age, classification, hours, frequency and duration of the

Canada. **Related to PR#:** TBS SRB 510 TBS
Registration: 002322 Bank Number: TBS PCE 717

Grievances

Description: The bank contains information on grievances referred to adjudication which were

withdrawn by the grievors. **Class of Individuals:** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to

adjudication. **Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for

adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision

unnecessary. **Consistent Uses:** The information in the bank is also used to provide background information for

research purposes. **Retention and Disposal Standards:** Records are retained for five years after which a 10

percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed.

PAC Number: 69-003 (Amendment 11) **Related to PR#:** TBS SRB 470 TBS **Registration:** 001962 Bank

Number: TBS PCE 712

Human Resources Information System

Description: This system contains current employee

data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The

data is updated monthly by the Incumbent System and quarterly by the Management Resource Information

System. **Class of Individuals:** Individual members of the Executive Group currently employed within departments

subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop the Executive Group

compensation plans and human resource policy initiatives and to monitor departmental compliance with

policies. **Consistent Uses:** The information bank is used to develop Executive Group compensation plans and

human resources policy initiatives and to monitor departmental compliance with policies. The information

bank is used to model and analyze proposed changes to the compensation plans. Proposals are developed in

consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive

Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:**

Five years, after which time the data is sent to national Archives for retention. Recent discussions with the

Public Archives has indicated this data to be of historical value. **TBS Registration:** 002854 Bank Number:

TBS PCE 731

Incentive Awards

Description: The bank includes information on public

servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such

information may include curriculum vitae, narratives in support of meritorious contributions related to their

duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** All employees

of the public service who have been nominated for awards under the Incentive Awards Plan. **Purpose:** The

purpose of this bank is to identify individuals who have been nominated for awards under the federal

Incumbent System

Description: This bank contains individual federal

employee data relating to personnel matters. The employee record contains information concerning

personal characteristics, including age, sex, social insurance number, date of birth, name, salary,

appointment dates, classification, superannuation number and years of continuous/pensionable service.

Also included is information concerning collective bargaining, exclusions, bargaining agents and languages.

The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique

federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed

as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the

employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service

Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and

obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act

(PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board

maintains personnel information systems on public service employees. This bank is the prime source of

incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and

monitoring government policies. The information it contains is used to support human resources planning

and management, which include collective bargaining, exclusions, designations, compensation analysis, official

languages, employment equity programs, and personnel policy planning, implementation, evaluation and

monitoring. The bank is also used to support the development and administration of various insurance and

medical plans, to respond to special requests for information and to conduct research, special studies and

surveys as it relates to employee-related personnel information and Access to Information and Privacy

requests. **Consistent Uses:** Information is provided to the Employment Equity Target Group Data Bank, the

Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service

group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This

system is used as a source of information or for linking with the following systems: Entitlements and Deductions

System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility

government's Incentive Awards Plan. **Consistent Uses:**

The information in this bank is used to establish precedents for awards and to provide an audit trail for

the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of

two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years

then destroyed (subject to National Archives of Canada approval). **PAC Number:** 76-016 (Amendment 1)

Related to PR#: TBS APB 110 TBS **Registration:** 001133 Bank Number: TBS PCE 702

research and statistical purposes. **Class of Individuals:** All current federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** The purpose of this system is to provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. It is also used for research and statistical purposes. **Retention and Disposal Standards:** Data is kept for five years after which it is sent to Public Archives for retention. Public archives has identified this data to be of historical value. **Related to PR#:** TBS HRP400 **TBS Registration:** 003583 **Bank Number:** TBS PCE 736

Extra Duty Reporting System
Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name, salary, classification, hours and frequency and type of overtime. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Target Group Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002320 **Bank Number:** TBS PCE 714

Executive and Management Compensation System
Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System and quarterly by the Management Resource Information System. **Class of Individuals:** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. **Consistent Uses:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. Five years after which the data is sent to National Archives for retention. National Archives has identified this data to be of historical value. **TBS Registration:** 002853 **Bank Number:** TBS PCE 730

Executive Group Classification Information System
Description: This bank contains classification information on individual Executive Group position in the Public Service. The purpose of this system is to provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. It is also used for

Commission. All linkages for the purpose of Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Service Pay System, Executive and Management Deductions System, Leave Reporting System, Public following systems: Incumbent System, Entitlements and used as a source of information or for linking with the federal departments or agencies. This system may be Target Group Data Bank, Statistics Canada and other **Uses:** Information is provided to the Employment Equity Access to Information and Privacy requests. **Consistent** relates to employee-related personnel information and conduct research, special studies and surveys as it respond to special requests for information and to evaluation and monitoring. The bank is also used to and personnel policy planning, implementation, compensation analysis, employment equity programs, information is used to support human resources planning and management, which include collective bargaining, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Target Group Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of

(PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as it related to employee-related personnel information and Access to Information and Privacy requests. **Retention and Disposal Standards:** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. **TBS Registration:** 003560 **Bank Number:** TBS PCE 706

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. **Class of Individuals:** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. **Purpose:** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes. Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440, 470 **TBS Registration:** 001744 **Bank Number:** TBS PCE 721

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat

Exclusion System

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation

TBS PCE 716

TBS Registration: 002321 **Bank Number:**

Archives of Canada. **Related to PR#:** TBS SRB 510 disposal periods are to be approved by the National Master files are retained for 25 years. The retention and Privacy Act. **Retention and Disposal Standards:** plans are in compliance with the provisions of the of administering human resources and compensation Public Service Commission. All linkages for the purpose Statistical Systems bank (PSC PCE 761) held by the Management Compensation System and the EDP System, Public Service Pay System, Executive and Information System, Position Information Collection Without Pay System, Training and Development Languages Information System, Mobility File, Leave System, Extra Duty Reporting System, Official following systems: Incumbent System, Leave Reporting used as a source of information or for linking with the federal departments or agencies. This system may be plans, the Public Service Staff Relations Board and other Canada, insurers of public service group insurance Commission, public service bargaining agents, Statistics Target Group Data Bank, the Public Service Information may be provided to the Employment Equity Information and Privacy requests. **Consistent Uses:** employee-related personnel information and Access to special studies and surveys as it relates to requests for information and to conduct research, insurance and medical plans, to respond to special support the development and administration of various evaluation and monitoring. The bank is also used to equity, and personnel policy planning, implementation, compensation analysis, official languages, employment management, which include collective bargaining, used to support human resources planning and

the final and binding nature of the classification decision is respected. **Retention and Disposal Standards:**

Records are retained for 10 years and then destroyed. **PAC Number:** 78-020 **Related to PR#:** TBS PPB 415

TBS Registration: 001134 **Bank Number:**

TBS PCE 707

Classification Standards Review System

Description: This system contains current and proposed

position classification data for specific occupational

groups under review. Data is restricted to occupied or

encumbered positions within specific groups.

Departments under PSSRA Schedule 1, Part 1 provided

current classification data, indirectly via the Position

Information Collection System (PICS) and proposed

classification data directly. Occupied positions are

confirmed by verification with the incumbent System.

The Social Insurance Number (SIN) will be used until

such time as it is phased out and replaced by a unique

federal employee. **Class of Individuals:** Individuals

occupying positions within the occupational groups

under review. **Purpose:** The information bank is used to

model and analyze proposed changes to specific

classification standards under review and to make

recommendations to the Treasury Board. **Consistent**

Uses: The information bank is used to access the

impact of revisions to the specific standards under

review. Once recommendations are developed, the

proposed classification changes are shared with Staff

Relations Branch. The information bank is not shared

with any organization outside the Federal Government.

With Treasury Board approval, departments are

requested to implement the new standard, based on the

proposed classification originating in each department.

Retention and Disposal Standards: Five years – to be

approved by the National Archivist. **TBS Registration:**

003559 **Bank Number:** TBS PCE 733

Complaints by Bargaining Agents

Description: The bank contains representations made

by complainants, their bargaining agents or legal

representatives, as well as the decisions of the Public

Service Staff Relations Board. **Class of Individuals:** All

federal employees (Schedule 1, Part 1, of the Public

Service Staff Relations Act) who have submitted

complaints or on whose behalf complaints have been

submitted. **Purpose:** The purpose of this bank is to

maintain records of complaints made by bargaining

agents on behalf of individuals pursuant to the Public

Service Staff Relations Act. **Consistent Uses:**

Information in the bank is used to provide background

information for research purposes. **Retention and**

Disposal Standards: Records are retained for 10 years,

after which a 10 percent sample will be transferred to

National Archives of Canada and the rest destroyed.

PAC Number: 69-003 (Amendment 11) **Related to**

PR#: TBS SRB 470 **TBS Registration:** 001961 **Bank**

Number: TBS PCE 711

Employment Equity Target Group Data Bank

Description: This survey of the federal public service

(PSSRA Schedule 1, Part 1 population) permits those

individuals who are Métis, Inuit or Indian, disabled

persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April 1985 in order to initiate this central data bank (TBS PCE 706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that

portion of the federal public service covered by the Public Service Staff Relations Act, Schedule 1, Part 1. The bank will be used to identify those members of the public service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the public service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, such as the standard departmental Affirmative Action bank (PSE 918), but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established. **Class of Individuals:** All current

employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the financial Administration Act (FAA) and the Public Service Staff Relations Act

Treasury Board of Canada Secretariat

Chapter 103

Central Banks

Adjudication – Section 92 (PSSRA) References

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. **Consistent Uses:** The information in this bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001958 **Bank Number:** TBS PCE 708

Adjudication – Section 99 (PSSRA) References

Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. **Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. **Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. **Consistent Uses:** It is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC**

Number: 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001959 **Bank Number:** TBS PCE 709

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Certification
Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. **Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. **Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations. **Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes. **Retention and Disposal Standards:** Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 445 **TBS Registration:** 001960 **Bank Number:** TBS PCE 710

Classification Grievances
Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions and any supporting documentation. **Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. **Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated. **Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

requirements for training by organizational components and to reconcile training that was (a) planned and reported; (b) planned and not reported; and, (c) not planned but reported. **Retention and Disposal Standards:** Retention of the information for potential retrieval of historical data is currently indeterminate but should not exceed 35 years (normal length of a career within the Public Service). **TBS Registration:** 003203 **Bank Number:** DOT PPE 816

Transportation of Dangerous Goods Inspector
Description: This form collects information regarding applicants to allow TDG to issue an inspector's certificate. **Class of Individuals:** Individuals who meet the requirements for certification under Part XIII of the TDG Regulations. **Purpose:** Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. **Consistent Uses:** Information on application is required as per the TDG Act, 1992 and Part XIII of TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. **Retention and Disposal Standards:** The documents are retained for five years and can be renewed for a subsequent five years. **TBS Registration:** 002689 **Bank Number:** DOT PPE 812

Particular Banks

Employee Profiles

Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee resumes and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. **Class of Individuals:** Current indeterminate and new employees. **Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. **Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are 16 regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments.

Retention and Disposal Standards:

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Award or the Suggestion Award. **Class of Individuals:**

Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the

departmental awards programs. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002306 **Bank Number:** DOT PPE 808

Personnel Management System

Description: The Department maintains a personnel management information system on positions and

employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions. **Class of Individuals:**

Transport Canada employees. **Purpose:** The information is used as a management tool, as well as to interface with central agencies. **Retention and Disposal Standards:** Files are retained for five years (subject to review). **PAC Number:** 86-001 **TBS Registration:** 001073 **Bank Number:** DOT PPE 801

Personnel Profiles

Description: Contains personnel profiles of employees of the Airports Group in the Ontario Region. This

information will include names, positions, work locations, qualifications, job interests and career aspirations of these employees. **Class of Individuals:** Employees of Airports Group, Ontario Region. **Purpose:** To assist management in planning the training and development of its employees. **Consistent Uses:** Information collected is used by management to facilitate the matching of the organization's needs to employees' interests and career aspirations. **Retention and Disposal Standards:** Files are kept for three years and are subsequently destroyed. **TBS Registration:** 003201 **Bank Number:** DOT PPE 817

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee's Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the Department of Transport and others who take

Training – ATC and FSS Student Progress

DOT PPE 805

TBS Registration: 003356 **Bank Number:**

training and development undertaken by an employee. are destroyed five years after completion of the particular programs. **Retention and Disposal Standards:** Records

government policies relating to employment equity banks for the purpose of implementing and evaluating self-identification data to information contained in other certify the achievements of employees. To link voluntary employees in training and development activities and to

Uses: To approve and register the participation of programs within government institutions. **Consistent**

Purpose: The purpose of this bank is to provide documentation for the administration of training and development

departmentally-sponsored training programs. **Purpose:**

for the administration of training and development

programs within government institutions. **Consistent**

Uses: To approve and register the participation of

employees in training and development activities and to

certify the achievements of employees. To link voluntary

self-identification data to information contained in other

banks for the purpose of implementing and evaluating

government policies relating to employment equity

programs. **Retention and Disposal Standards:** Records

are destroyed five years after completion of the particular

Description: This bank contains personal data including social insurance number, examination results, student progress during training, and correspondence related to student's participation in the training for Air Traffic Controllers or Flight Service Specialists. **Class of**

Individuals: Students selected from general recruitment to participate in training; if successful, students become employees of Transport Canada. **Purpose:** To provide documentation for the management of ATC and FSS training. **Consistent Uses:** To monitor progress of students on training and to certify achievements of employees. If students become employees, data is matched to Performance Reviews and Employee Appraisals and Employee Personnel Record. If not an employee, no link or match to any other bank.

Retention and Disposal Standards: Records are destroyed two years after failure or abandonment of the selection process. **TBS Registration:** 003202 **Bank**

Number: DOT PPE 815

Training Information Management System

Description: The TMS system is a data capture and reporting facility for Annual Training Plan and Reported Training Activity information. In addition, it provides Course Registration and Employee Course History components. Finally, it captures planned and actual system includes such information as name, SIN, classification, sex, first official language, position title and information such as course code, course title, location, date of course, training program code, language of course, source of training and financial consideration. **Class of Individuals:** Transport Canada employees. **Purpose:** To provide management information in support of the managerial decision making process with respect to training. It is also designed to respond to Central Agency and departmental information requirements. It is also used in response to queries under the Access to Information and Privacy Acts. Reports are produced on an as required basis but taking into account regulations under the Privacy Act. **Consistent Uses:** Information is collected and processed for planning, establishing priorities and reporting of departmental training activities and costs. Information is also used to determine

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employee Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Transport Canada

Particular Banks

Employee Assistance Program (EAP)

Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics.

Class of Individuals: Transport Canada employees using counselling services.

Purpose: The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs.

Consistent Uses: To support counsellor decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends.

Retention and Disposal Standards: The records are destroyed two years following the date of the most recent employee assistance activity.

PAC Number: 86-001 TBS Registration: 001069 Bank Number: DOT PPE 803

Employment Continuity Program

Description: This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining.

Class of Individuals: Employees of Transport Canada. **Purpose:** The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees.

Retention and Disposal Standards: Files are kept for two years after latest administrative employees.

decisions. **PAC Number:** 86-001 TBS Registration: 002307 Bank Number: DOT PPE 807

Employment Equity – Self-Identification System

Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and target group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees. **Class of Individuals:** Transport Canada employees. **Purpose:** The bank is established to support Employment Equity analysis on the status of designated group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated groups.

Standards: Retention and Disposal

employee leaves the Department. **PAC Number:** 86-001 TBS Registration: 001604 Bank Number: DOT PPE 804

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit

Statistics Canada

Chapter 99

Particular Banks

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by

federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. **Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. **Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. **Consistent Uses:** There are currently no other uses for this data bank. **Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. **PAC Number:** 78-001

Related to PR#: STC DAC 615 **TBS Registration:**

001603 **Bank Number:** STC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. **Class of Individuals:** Employees of the Institution.

SDC PPE 003

TBS Registration: 003026 **Bank Number:**

Related to PR#: SDC AFB 903

leaves the institution. **Retention and Disposal Standards:** The information is destroyed two years after the employee employment.

Purpose: To provide documentation for the administration of training and development programs. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **Related to PR#:** SDC AFB 915, SDC AFB 903 **TBS Registration:** 003024 **Bank Number:** SDC PPE 001

Disposal Standards: The records are destroyed two years after expiry of fiscal year. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003025 **Bank Number:** SDC PPE 002

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee

Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. **Class of Individuals:** Employees of SCC. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest. **Retention and Disposal Standards:** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **Related to PR#:** SCC AFB 903 **TBS Registration:** 003209 **Bank Number:** SDC PPE 005

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of:

staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure;

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks. **Class of Individuals:** Successful candidates who have applied for work within the institution, by way of appointment. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on hiring and termination of

Registration: 003027 **Bank Number:** SDC PPE 004
permanently by the National Archives of Canada. **TBS**

historical interest or archival value, are retained judged by the National Archivist of Canada to be of is immediately destroyed. Records of individuals, if ensure that the documentation of the action concerned action has been rescinded, onus is on the institution to recorded in the meantime. In cases where a disciplinary action, provided no further disciplinary action has been disposal is three years following the date of disciplinary records relating to disciplinary action, the time limit for last administrative action concerning the information. For individual, provided two years have elapsed since the the age of 70, or two years after the death of the The information is destroyed when the individual reaches and then transferred to the control of National Archives, institution for the duration of employment plus one year, Disposal Standards: Retained by the current employing and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing and Welfare for pension purposes. **Retention and**

and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing and Welfare for pension purposes. **Retention and**

of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing and Welfare for pension purposes. **Retention and**

exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000663 **Bank Number:** SLS PPE 802

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the arbitrator, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000661 **Bank Number:** SLS PPE 803

Incentive Awards
Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. **Class of Individuals:** Employees of the institution. **Purpose:** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **TBS Registration:** 002828 **Bank Number:** SLS PPE 804

Pension Plan Records
Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to

Standards Council of Canada

Chapter 98

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. **Class of**

report total remittances to superannuation fund during the year based on employee deduction. **Consistent Uses:** The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. **Retention and Disposal Standards:** Seven years. **TBS Registration:** 002831 **Bank Number:** SLS PPE 807

Taxation Records
Description: The bank contains individual Seaway active and some retired employees data related to salary and various deductions including taxes. **Class of Individuals:** Active and retired employees of the institution. **Purpose:** The purpose is to comply with Revenue Canada requirements. **Consistent Uses:** To determine individual income and Taxes. **Retention and Disposal Standards:** Six years. **TBS Registration:** 002832 **Bank Number:** SLS PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Personal Harassment
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Individuals: Standards Council of Canada employees. **Purpose:** Information is obtained for the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave. To support leave and termination of employment. **Retention and**

Solicitor General Canada, Ministry Secretariat

Chapter 96

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Pay and Benefits
Performance Reviews and Employee Appraisals
Personal Harassment
Reliability Checks
Security Clearances
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

St-Lawrence Seaway Authority

Chapter 97

Particular Banks

Bridge Passes

Description: The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. **Class of Individuals:** Employees.

Retention and Disposal Standards: Five years after cancellation or non-renewal. **TBS Registration:** 000641

Bank Number: SLS PPE 801

Check-off union dues

Description: The Bank provides a detailed yearly report related to union dues deductions. **Class of Individuals:** Unionized employees of the institution. **Purpose:** The purpose is to establish the amount of union dues that will be paid by each employee who are unionized with "The Canadian Brotherhood of Railway, Transport and General Workers" (CBRT & GW) during a year following a general salary increase. **Consistent Uses:** The information is forwarded to the CBRT & GW for the purpose described above. **Retention and Disposal Standards:** Two years. **TBS Registration:** 002829 **Bank Number:** SLS PPE 805

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer

Confederation-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters.

Class of Individuals: Employees of the institution. **Purpose:** The Confederation Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. **Consistent Uses:** See "Purpose" above. **Retention and Disposal Standards:** Two years. **TBS Registration:** 002830 **Bank Number:** SLS PPE 806

Staffing
Training and Development

Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Security Intelligence Review Committee

Chapter 94

Particular Banks

Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Committee. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the Committee. **Purpose:** The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. **Consistent Uses:** The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. **Retention and Disposal Standards:** Files have been retained since the establishment of the

Social Sciences and Humanities Research Council of Canada

Chapter 95

Particular Banks

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of Council and candidates for employment with Council. **Purpose:** The information is used to select candidates and staff positions. **Retention and Disposal Standards:** Information is retained for two years. **PAC Number:** 81-028 **TBS Registration:** 002434 **Bank Number:** SHR PPU 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access Request Data Bank

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees.

Purpose: This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Department of Supply and Services for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan.

Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zynindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 925 **TBS Registration:** 001018 **Bank Number:** CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personal Harassment
Security Clearances

provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". **Class of Individuals:** Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. **Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001015 **Bank Number:** CMP PPE 805

RCMP Member's Pay Records
Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests, records and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This

Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. **Consistent Uses:** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 – (Applicants' Records), CMP PPU 090 – (Honours and Awards), CMP PPE 801 – (RCMP Member Personnel Records), CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings), CMP PPE 804 – (RCMP Member Grievance Records), CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records), CMP PPE 806 – (RCMP Member's Pay Records), CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. **Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001014 **Bank Number:** CMP PPE 802

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings

Description: This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparisons charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be

the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC**
Number: 69-164 **Related to PR#:** CMP CMP 926 **TBS**
Registration: 001016 **Bank Number:** CMP PPE 804

RCMP Member Medical Records
Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Affairs Index under the Department of Veteran Affairs. **Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives. **Purpose:** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. While the social insurance number is not required by and/or used by the RCMP, the Canadian

Forces Medical Services require it for patient identification and accounting purposes. **Consistent Uses:** Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage; determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained at least until the subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC**
Number: 69-164 **Related to PR#:** CMP CMP 922 **TBS**
Registration: 001020 **Bank Number:** CMP PPE 808

RCMP Member Personnel Records
Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters

retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.
PAC Number: 86-001 **TBS Registration:** 002102 **Bank Number:** CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence; suspensions; quashed rulings; records relating to statutory offences by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct; compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 – RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy form as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. **Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPE 802 – (RCMP Member Service Records); CMP PPE 801 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 801 – (RCMP Member Personnel Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001017 **Bank Number:** CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy form as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. **Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. **Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, been designated as having archival or historical value,

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as police casuals/temporary civilian employees.

Purpose: Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001022 **Bank Number:** CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. **Class of Individuals:** This bank contains personal information on individuals who

are or have been employed by the RCMP under a contract of services or a contract for services. **Purpose:** This information is used for the internal administration of the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of kit and clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001019 **Bank Number:** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. **Class of Individuals:** All members of the RCMP. **Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. **Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are

matched with the following personal information banks:
 CMP PPU 065 (Security/Reliability Screening Records);
 CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001021 **Bank Number:** CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. **Class of individuals:** Regular, civilian and special constable members, and applicants to the RCMP. **Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of the employment equity Act. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member

Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. **PAC Number:** 86-001 **TBS Registration:** 002103 **Bank Number:** CMP PPE 818

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of individuals:** Individuals who have applied for and served the RCMP as municipal employees. **Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001023 **Bank Number:** CMP PPE 811

Royal Canadian Mounted Police

Chapter 93

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and

location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as auxiliary police. **Purpose:** Compiled in the employment process of applicants for auxiliary police. This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievance documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. **Class of Individuals:** Employees of the RCMP. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCMP, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. **Retention and Disposal Standards:** Records are destroyed after three years. **TBS Registration:** 002270 **Bank Number:** RCM PPE 809

of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. **Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 002267 **Bank Number:** RCM PPE 806

candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the RCMP and job applicants who are members of the general public. **Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. **Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. **Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. **TBS Registration:** 002265 **Bank Number:** RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Employee Assistance
- Employee Personnel Record
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Parking
- Pay and Benefits
- Personal Harassment
- Security Clearances
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

or the Mint's interest. **Class of Individuals:** This information relates to Mint employees. **Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint. **Consistent Uses:** To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. **Retention and Disposal Standards:** Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. **TBS Registration:** 003360 **Bank Number:** RCM PPE 802

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysts' reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. **Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. **TBS Registration:** 002269 **Bank Number:** RCM PPE 808

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. **Class of Individuals:** The information relates to employees of the RCM. **Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. **Consistent Uses:** This information is used to compile a personal profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The

information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003361 **Bank Number:** RCM PPE 803

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysts' reports; job descriptions in regard to classification grievances, and correspondence about grievances. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. **Retention and Disposal Standards:** Three years following date of resolution the records are destroyed. **TBS Registration:** 002268 **Bank Number:** RCM PPE 807

Labour Time Reporting – Computerized Employee Master File
Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. **Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. **Retention and Disposal Standards:** The information is retained for two years. Termination of this bank is indefinite. **TBS Registration:** 003362 **Bank Number:** RCM PPE 801

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination exemption and training records are attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees

equipment. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** RCT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

the current fiscal year to date is produced on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Records in this bank are maintained for two years. **TBS Registration:** 003544 **Bank Number:** RCT PPE 811

Taxation: Employee Classification Audit Report Files

Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Revenue Canada (Taxation) employees. **Purpose:** The purpose of the bank is to provide a record of all classification audits completed. **Consistent Uses:** It also provides management with required information on positions audited within the last two years. **Retention and Disposal Standards:** Records in this bank are maintained for a period of two years after completion of an audit. **Related to PR#:** RCT MSB 918 **TBS Registration:** 002025 **Bank Number:** RCT PPE 802

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of Revenue Canada (Taxation). **Purpose:** This bank is used to provide a history of employees' training on word processing

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM. **Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions

Chapter 92

Royal Canadian Mint

Conflict of Interest Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public

and Excise. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Department and is the official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion case files for five years. **PAC Number:** 86-001 **TBS Registration:** 000003 **Bank Number:** RCC PPE 802

Personal Loan Cards

Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed. **Class of Individuals:** Employees of Revenue Canada (Taxation). **Purpose:** To maintain control over the location of specific types of equipment. **Retention and Disposal Standards:** Files are retained for two years after return of equipment. **PAC Number:** 78-001 **TBS Registration:** 001764 **Bank Number:** RCT PPE 806

Students' records of the Customs Inspector Recruitment Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. **Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruitment Program. **Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this passport training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training. **PAC Number:** 86-001 **TBS Registration:** 000002 **Bank Number:** RCC PPE 801

Supervisory In-Basket Exercise Results System

Description: Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. **Class of Individuals:** Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying

test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. **Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. **TBS Registration:** 003211 **Bank Number:** RCT PPE 807

Taxation Departmental Operations and Staff Matters Bank

Description: This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct. **Purpose:** The information is compiled to carry out investigations of such employees. **Retention and Disposal Standards:** Records in this bank are retained for five years. **TBS Registration:** 002026 **Bank Number:** RCT PPE 803

Taxation Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada (Taxation) with the exception of terms under three months. **Class of Individuals:** Employees of the Department **Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Department of Supply and Services to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Current year plus two. **TBS Registration:** 003543 **Bank Number:** RCT PPE 804

Taxation Time/Production Reporting System

Description: Data contained in this bank pertains to weekly activities performed by each employee and includes time/production activity by classification and subclass, plus non-compliance and unreported time/production reports. **Class of Individuals:** Individuals identified in this bank are all employees of Revenue Canada (Taxation). **Purpose:** The purpose of this information bank is to maintain time/production utilization data on all continuing departmental employees as well as term/casual employees. This bank is used to provide managers and management information systems with information regarding time/production utilization of departmental employees through a series of reports. An individual report containing one employee's activities for

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Revenue Canada

Chapter 91

Particular Banks

Innovation and Excellence

Description: The bank includes information about the department's new rewards and recognition program.

Innovation and Excellence, which was implemented on April 1, 1992. This program is initiated under the aegis of the federal government's Incentive Award Plan. The information may include the name of the award recipient; a synopsis of the recipient's achievements or suggestions; the recipient's group, level and work location; and award value.

Class of Individuals:

Departmental employees who have contributed to the Suggestion Award program or have been nominated for a Special Award, a Long Service Award or a Minister's Award.

Purpose:

To assist in the administration of Innovation & Excellence.

Consistent Uses:

Information in this bank is used to verify the originality of suggestions made under the program and to provide statistical reports for local, Head Office, and Treasury Board use.

Retention and Disposal Standards:

Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Head Office Section; financial records should be kept for 5 years then destroyed. The standards for the Awards system will be elaborated upon implementation and accessibility of our Awards system by our representatives across Canada.

TBS Registration:

003212 Bank Number: RCT PPE 810

Internal Investigations

Description: This bank contains investigative reports and correspondence between departmental officials with

Managerial and Confidential Exclusions

Description: Information in this bank includes effective date of exclusion, bargaining unit identification, position number and title, employee group and level, organizational location and the rationale on which the employee was excluded. Decisions on employees' exclusion status is attached to the employee personnel record. **Class of Individuals:** Employees of Customs

Number: RCC PPE 803

Number: 86-001 TBS Registration: 000004 Bank

maintained for five years after cases are closed. **PAC**

Retention and Disposal Standards:

Files are related laws and to the Department of Justice. Enforcement/Investigation Agencies prescribed by other provided to the Royal Canadian Mounted Police,

Uses:

Information maintained in this bank may be Conditions of Employment Regulations. **Consistent**

Regulations and the Public Service Terms and Administration Act, the Public Officers' Guarantee

prosecution, and to comply with the Financial Crown, disciplinary action against individuals or

of action, including recovery of monies owed to the information is used to determine an appropriate course

adversely affect the interests of the Department. The and Excise legislation or of other laws which could

public associated with them, in violations of Customs from employee involvement and members of the general

concerning alleged or suspected malfeasance arising The purpose of this bank is to record all information

associated members of the general public. **Purpose:**

former employees of Customs and Excise and against employees. **Class of Individuals:** Current or

respect to the confirmation or refutation of allegations

RCMP External Review Committee

Chapter 89

Particular Banks

RCMP Member Discharge and Demotion References

Description: This bank contains information on

discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for

misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline

References". In addition to the requirements indicated on the Personnel Information Request Form, individuals

must provide their full name and regimental number. Individuals wishing to access only specific information

should identify the material divided to expedite the processing of their requests. **Class of Individuals:**

Members of the RCMP who have been subject to discharge or demotion proceedings which have been

referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External

Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP

Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It

may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP

Act. **TBS Registration:** 002874 **Bank Number:**

ERC PPE 801

RCMP Member Discipline References

Description: This bank contains information on the

formal discipline of RCMP members where such discipline has been referred to the RCMP External

Review Committee pursuant to the RCMP Act. The information can include the following reports:

cautions, reprimands, adjudication board proceedings, appeals, boards and related correspondence;

suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct,

compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and

decisions. In addition to the requirements indicated on the Personnel Information Request Form, individuals must

provide their full name and regimental number. Individuals wishing to access only specific information

should identify the material desired to expedite the processing of their requests. **Class of Individuals:**

Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred

to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review

Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It

may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP

Act. **TBS Registration:** 002876 **Bank Number:**

ERC PPE 803

RCMP Member Grievance References

Description: This bank contains information, forwarding

from grievances submitted by members of the RCMP comments, recommendations and decisions resulting

and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personnel

Information Request Form individuals must provide their full name and regimental number. Individuals wishing to

access only specific information should identify the material desired to expedite the processing of their

requests. **Class of Individuals:** Members of the RCMP who have submitted grievances which have been

referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External

Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. **Consistent**

Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also

be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **TBS**

Registration: 002875 **Bank Number:** ERC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for

the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards
- Incentive Awards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personal Harassment
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act. In order to administer the Public Service pay, pension and benefits plans and to provide pension services to other organizations, the department maintains the following records:

- Ministerial Correspondence
- Subject files including administrative decisions and legal opinions
- Dental Plan Correspondence
- Payroll files for the Public Service and Royal Canadian Mounted Police.
- Pension payment files for the Canadian Forces, Royal Canadian Mounted Police, Members of Parliament and Judges

Files are located in Ottawa-Hull and the regions.

Note: Access requests for individual payments and documents should be directed to the program department concerned.

benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. **PAC Number:** 86-001 **TBS Registration:** 001374 **Bank Number:** SSC PCE 702

Particular Banks

Departmental Assignment Program (D.A.P.)
Description: This bank may contain resumes, appraisals, assignment agreements, references, interview information, referral results, employee assignment applications, assignment proposal forms and general correspondence. **Class of Individuals:** Federal government employees who have requested an assignment within department as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within the department and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the department and other federal departments and agencies. It is also used for statistical purposes. **Retention and Disposal Standards:** Records are retained for 6 years after completion of assignments or 6 years of inactivity (no assignments on the inventory). **TBS Registration:** 002921 **Bank Number:** PWC PPE 805

Special Audit Investigation Records
Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation. **Class of Individuals:** Employees being investigated. **Purpose:** This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity. **Consistent Uses:** Information in this bank may be shared with the RCMP. **Retention and Disposal Standards:** Information is maintained for six years. **PAC Number:** 78-001 **TBS Registration:** 000714 **Bank Number:** PWC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Public Works and Government Services Canada

Chapter 88

Pay and Benefits	Performance Reviews and Employee Appraisals	Reliability Checks	Security Clearances
Staffing	Training and Development	Travel and Relocation	

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. **Class of**

Individuals: Federal employees. **Purpose:** Information in this bank is used for the administration of federal living accommodation. **Retention and Disposal Standards:**

This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records.

PAC Number: 79-008 **Related to PR#:** PWC PWC 040

TBS Registration: 000713 **Bank Number:**

PWC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. **Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in RCMP PPE 802 RCMP member service records.

Retention and Disposal Standards: Records are destroyed one year after death of employee. **PAC**

Number: 86-001 **TBS Registration:** 001375 **Bank**

Number: SSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. **Class of**

Individuals: Federal public servants. **Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. **Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. **Purpose:** To assess eligibility to old pension acts. **Purpose:** To calculate retirement and survivor employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurers, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. **Consistent**

Uses: The information contained in this bank may be used for statistical research purposes, for employee

decisions made by the Board concerning the exclusion of persons from bargaining units. **Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 075 **TBS Registration:** 000773 **Bank Number:** SRB PCE 702

References of Grievances to Adjudication
Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. **Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. **Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 065 **TBS Registration:** 000772 **Bank Number:** SRB PCE 701

Requests for Review of Decisions
Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 17 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. **Consistent Uses:** To support decisions made by the Board concerning requests to review decisions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 050 **TBS Registration:** 000777 **Bank Number:** SRB PCE 706

Revocation of Certification of Bargaining Agents
Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. **Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 025 **TBS Registration:** 000775 **Bank Number:** SRB PCE 704

Particular Banks
Appointment of Arbitrators and Adjudicators
Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. **Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. **Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. **Consistent Uses:** This bank is used to record and provide information on appointees. **Retention and Disposal Standards:** Records are retained for 25 years. **Related to PR#:** SRB OSR 155 **TBS Registration:** 002186 **Bank Number:** SRB PPE 802

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or

employee or organization for failure to comply with specific regulations, procedures or decisions of the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices. **Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 060 **TBS Registration:** 000774 **Bank Number:** SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. **Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. **Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Consistent Uses:** To support

officer be referred to the Board. **Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. **Consistent Uses:** To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 145 **TBS Registration:** 001880 **Bank Number:** SRB PCE 710

Determination of Designated Employees

Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. **Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. **Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety

Related to PR#:

SRB OSR 105 **TBS Registration:** 000778 **Bank Number:** SRB PCE 707

Canada for archival purposes. **PAC Number:** 85-013 years and then transferred to the National Archives of after decisions are rendered. They are retained for 50

Public Service Staff Relations Board

Chapter 87

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. **Consistent Uses:** To support decisions made by the Board concerning applications for extension of time. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013

Related to PR#: SRB OSR 110 **TBS Registration:** 000776 **Bank Number:** SRB PCE 705

Complaints – Canada Labour Code – Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 128 or 129 of Part II of the Canada Labour Code. **Class of Individuals:** Individuals employed in the federal public service. **Purpose:** The purpose of this bank is to record the determination of the Board on the complaints of employees. **Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 128 or 129 of Part II of the Canada Labour Code. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 150 **TBS Registration:** 001881 **Bank Number:** SRB PCE 709

Description: This bank may contain personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records may be attached to the Employee Personnel Record and that information on an employee's needs for individual training and development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs

Training and Development

Number: PSC PPE 816
PSC CMB 920 TBS Registration: 003313 **Bank Number:** 86-001 **Related to PR#:**

record. **Purpose:** Pay related documents and letters of agreement are forwarded to the employee's personnel terminated. (5) years from the date the employee's priority status is assigned. Priority employee files are retained for five years after the termination of the assignment. Assignment files which the records are destroyed. Assignment files or two years after any other administrative action, at

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Grievances

Identification and Building-Pass Cards

Incentive Awards

Parking

Personal Harassment

Security Clearances

Travel and Relocation

Number: 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002917 **Bank Number:** PSC PPE 810

Standards: Records are destroyed two (2) years after completion of the particular training and development undertaken by an employee. However, information will be retained on magnetic tape for five (5) years. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002917 **Bank Number:** PSC PPE 810

Treasury Board Secretariat. **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the Public Service Commission, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** The information in this bank may be used to support and document decisions concerning individual employees on staffing, entitlement to the bilingualism bonus, language training, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Records are retained for two (2) years after last documentation, and then destroyed. **PAC Number:** 86-001 Related to PR#: PSC HRB 150 TBS
Registration: 002918 Bank Number: PSC PPE 811

Pay and Benefits

Description: This bank may contain certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number and Personal Record Identifier (PRI) beginning on March 1, 1994 as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The information in this bank may be used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are destroyed two (2) years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. Paylists are retained for six (6) years, and then destroyed. **PAC Number:** 86-001 Related to PR#:

PSC HRB 155 TBS **Registration:** 002916 Bank Number: PSC PPE 809

Performance Feedback

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the ongoing communication and feedback between supervisors and employees concerning employee work expectations and performance. **Consistent Uses:** The information in this bank may be used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline, termination of employment, and approval of performance pay. **Retention and Disposal Standards:** Records are retained for five (5) years for all employees and then destroyed. **PAC Number:** 86-001 Related to PR#: PSC HRB 160 TBS **Registration:** 002919 Bank Number: PSC PPE 812

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; letters of agreement; employee nomination forms; general correspondence; lists of priority employees; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments; including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the institution including those who have a priority status or those who are on assignment/secondment. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two (2) years after the eligible list for a staffing action expires,

Individuals: The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demonstrations, termination of employment and superannuation.

Consistent Uses: The information in this bank may be used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes; to Public Health and Welfare for pension purposes; for long service award and personnel administration. **Retention and Disposal Standards:** Information is retained by the current employment institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of eighty, or two (2) years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two (2) years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 155 **TBS Registration:** 002902 **Bank Number:** PSC PPE 807

Employment Equity Program

Description: This bank may contain personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are an aboriginal person, if they have a continuing or permanent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. **Class of Individuals:** This information relates to employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and

persons with disabilities and, visible minority persons). **Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with the Treasury Board Personnel Management Information System and Employment Equity Target Group Data Bank in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 160 **TBS Registration:** 002920 **Bank Number:** PSC PPE 813

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. **Class of Individuals:** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAP). **Purpose:** This bank exists to record and control the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. **Consistent Uses:** This bank is used to administer and maintain data on the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. **Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC HRB 165 **TBS Registration:** 001486 **Bank Number:** PSC PPE 801

Official Languages

Description: This bank may contain course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, personal identification code, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Similar data is also held in Central Banks of the Public Service Commission and

of Individuals: Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. **Purpose:** The information is required to pay employees, collect monies due, deposit pay cheques, and keep a record of financial transactions related to accounts payable and receivable. **Consistent Uses:** The information is used also for statistical reporting and analysis purposes. **Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 914 **TBS Registration:** 002413 **Bank Number:** PSC PPE 815

Attendance and Leave

Description: This bank may contain absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number (or Personal Record Identifier (PRI) beginning on March 1, 1994) and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in the ALOSS system (Attendance, Leave, Overtime and Shiftwork). **Class of Individuals:** The personal information in this bank relates to employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** The information in this bank may be used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Relationship with other systems: Information from the system is shared once a year with the TB Leave Reporting System and the Extra Duty Reporting System. **Retention and Disposal Standards:** Information is retained for two (2) years after expiry of fiscal year, after which period the records are destroyed. Machine-readable records are retained for five (5) years. **PAC Number:** 86-001 **Related to PR#:** PSC HRB 155 **TBS Registration:** 002903 **Bank Number:** PSC PPE 808

Deployment/Transfer/Assignment Requests and Career Development Files

Description: This bank may contain deployment/assignment/transfer requests, curriculum vitae, appraisals, letters of offer and acceptance, references, interview/counseling information, tests, test results and evaluations, and general correspondence. Employees requesting access are required to indicate their status and the branch concerned. **Class of Individuals:** Public Service Commission employees who have requested and/or been nominated by management for an assignment to further their career, or those who wish to plan their career. **Purpose:** This bank was created to promote the redeployment of Public Service Commission employees and to respond to identified

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; Personal Record Identifier (PRI) beginning on March 1, 1994; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organizational location; appointments; transfers, promotions and demotions; periods of temporary employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing, attendance and leave; overtime, pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some information on training and development of employees is also available from the

Consistent Uses: career development requirements. This bank is used to assist employees in career planning and in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service. **Retention and Disposal Standards:** Candidate files are retained for two (2) years after they cease to be candidates. **PAC Number:** 85-016 **Related to PR#:** PSC HRB 160 **TBS Registration:** 001910 **Bank Number:** PSC PPE 806

Records are then destroyed. **PAC Number:** 85-016
Related to PR#: PSC SPB 030 **TBS Registration:** 001458 **Bank Number:** PSC PCE 715

Second Language Evaluation (SLE) Test Results
Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Class of Individuals:** Public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment. **Consistent Uses:** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. Relationship with other systems: The bank provides the individuals' test results to the SLE database at the Personnel Applications Centre (PAC) at Supply and Services Canada (SSC). Through PAC, that information is then available on-line to authorized personnel in all government departments having appropriate terminals, and by telephone enquiry. The Treasury Board's Official Languages Information System (OLIS) interfaces with PAC to obtain SLE test results which it links with job position requirements. For research purposes the information may also be linked to other PSC information banks. **Retention and Disposal Standards:** Computerized records are retained for two (2) years after they are superseded or become obsolete. Hard copy files are retained for five (5) years. Oral Interaction Tests on cassettes administered by a PSC assessor/monitor are retained for two (2) years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001461 **Bank Number:** PSC PCE 718

Staffing Officer Certification Files

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Certification Committee

Particular Banks

Accounts Payable and Receivable

Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and deposits of pay cheques. **Class**

results. Part of the above information is also recorded on a computerized inventory. **Class of Individuals:** Staffing officers of the public service. **Purpose:** This bank exists to record and provide information on the certification of staffing officers as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. **Consistent Uses:** This bank is used to provide information in support of the certification of staffing officers by the Certification Committee. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs. **Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001464 **Bank Number:** PSC PCE 721

Statutory and Administrative Priorities System

Description: This bank may contain basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, unsuccessful language trainee, rejection on probation, relocation of spouse and red-circled. Information exists in hardcopy and computerized form. **Class of Individuals:** Public servants and other persons who have a statutory or administrative priority for appointment. **Purpose:** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It is also used to identify suitable eligibility lists to comply with section 28 (rejection on probation). It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment. **Consistent Uses:** This bank is used to identify those individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. **Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001452 **Bank Number:** PSC PCE 709

recent inclusion in the inventory and then destroyed.

PAC Number: 85-016 *Related to PR#:* PSC SPB 030

TBS Registration: 001462 *Bank Number:*

PSC PCE 719

Public Servants Released or Demoted

Description: This bank may contain basic personal

data; the department's recommendation to the PSC and

the grounds for recommending release or demotion, the

appeal decision, if appeal right is exercised, the

Secretary General's recommendation to Commissioners;

the Commission's decision, and the notices of release or

demotion to the department and to the employee. **Class**

of Individuals: Public servants whose release or

demotion has been recommended by deputy heads.

Purpose: This bank exists in accordance with section

31 of the Public Service Employment Act (now repealed

by section 21 of the Public Service Reform Act, s.o.,

1992 Ch. 54) to record information relating to the

recommendation of deputy heads to release or demote

employees. **Consistent Uses:** This bank is used to

provide information to enable the Commission to assess

and make a decision on the recommendation of deputy

heads that employees be released or demoted. It also

provides information for PSC reports to Parliament.

NOTE: As of June 1, 1993, these recommendations no

longer fall under PSC jurisdiction. Such matters have

since been delegated to Deputy Ministers. **Retention**

and Disposal Standards: Records are retained for

seven (7) years following a release or demotion, and

then destroyed. **PAC Number:** 85-016 *Related to PR#:*

PSC CMB 020 **TBS Registration:** 001449 *Bank*

Number: PSC PCE 706

Requests for Commission's Opinion Files NOTE: As

of June 1, 1993 this recourse is now the responsibility of

the Appeals Directorate (refer to PSC PCE 702)

Description: This bank may contain information

collected in the course of an investigation under section

21(1) of the Public Service Employment Act. Contents

may include excerpts from personnel files or competition

files, investigation notes, interview notes, allegations of

improprieties, performance evaluations, and reasons why

employees might think that their opportunity for

advancement has been prejudicially affected. Persons

completing a Personal Information Request Form are

required to specify the federal government department

that was the subject of the investigation and to provide

as accurately as possible the date or time period in

which the investigation was conducted. **Class of**

Individuals: Public servants who have sought the

Commission's opinion regarding prejudicial effect to their

opportunities for advancement. **Purpose:** This bank

exists in accordance with section 7.1 of the Public

Service Employment Act. The files are a result of

investigations pursuant to requests for the Public Service

Commission's opinion under section 21(1) of the Public

Service Employment Act received prior to June 1, 1993.

This bank is used to examine allegations and issue a

Commission's opinion as to prejudicial effect following an

appointment without competition. **Consistent Uses:** This

bank may be used for research and statistical purposes.

Retention and Disposal Standards: Records are

retained for five (5) years after the investigation is

completed and are then destroyed. Computerized

records are retained on-line for ten (10) years, then

deleted. **PAC Number:** 94-001 *Related to PR#:*

PSC AIB 010 **TBS Registration:** 001463 *Bank*

Number: PSC PCE 720

Second Language Assessment

Description: This bank may contain the appropriate

second language assessment request and record of

results forms, basic personal data, and oral interviews

recorded on cassette, assessment reports and results.

Class of Individuals: Public servants who were

assessed by the Language Assessment Services Division

of the Public Service Commission for second language

proficiency. **Purpose:** This bank exists in accordance

with sections 16 and 20 of the Public Service

Employment Act to assess the second language

proficiency of candidates and in accordance with the

PSC-TBS agreement on testing for bilingualism bonus or

for certain types of language training. **Consistent Uses:**

The bank is used to maintain a record on candidates

tested for the purpose of appointment to bilingual

positions in the public service and for other uses as set

out in the PSC-TBS agreement on the subject of

language testing. Relationship with other systems: Test

results are input in the SLE Test Results System

(PSC PCE 718). **Retention and Disposal Standards:**

Files are retained for three (3) years and interviews

recorded on cassette are retained for two (2) years

unless the candidate agrees to their earlier disposal,

then are deleted. **PAC Number:** 85-016 *Related to*

PR#: PSC SPB 030 **TBS Registration:** 001457 *Bank*

Number: PSC PCE 714

Second Language Evaluation (SLE) Examiners

Description: This bank may contain information related

to the registration/certification and monitoring of SLE test

administrators, scorers and Oral Interaction assessors;

registration forms for the Certification Program; test use

agreements; letters of certification; trainers/monitors

comments and recommendations; and other

administrative data collected in connection with

accreditation/registration. **Class of Individuals:** Public

servants who have been participants in the Oral

Interaction Certification Program or who have been

authorized to administer and score the Second

Language Evaluation tests. **Purpose:** This bank exists in

accordance with sections 5(a), 16 and 20 of the Public

Service Employment Act to record all information relating

to the registration/certification of SLE examiners.

Consistent Uses: The bank is used to record

information related to the qualifications, training and

certification/registration of SLE examiners and

prospective SLE examiners. It is also used to provide

information to monitor SLE examiners and to take

corrective action if warranted. **Retention and Disposal**

Standards: all records are retained for ten (10) years

after the employee ceases to perform examiner's duties.

Records pertaining to persons who have not performed

examiner's duties are also retained for ten (10) years.

language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. **Consistent Uses:** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC CMB 045 **TBS Registration:** 001460 **Bank Number:** PSC PCE 717

Personnel Selection Files

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. **Class of Individuals:** Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition administered by the Staffing Programs Branch of the Public Service Commission. **Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request and in accordance with the PSC policy on «Disclosure of Information Following a Selection Action», to participants in selection actions in order to explain the reasons for the selection decision; and to provide related documentation resulting from the selection processes for PSC investigations, Board of Enquiries, and appeal boards. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001455 **Bank Number:** PSC PCE 712

Persons Appointed under an Exclusion Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. **Class of Individuals:** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. **Purpose:** This bank exists in accordance with section 5(c)(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative and foreign service, and categories, administrative and foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most

Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. **Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed to the public service who have taken selection tests developed by the PSC. Individuals completing a Personal Information Request Form are requested to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. Relationship with other systems: For research purposes the information may also be linked to other PSC information banks. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are kept on computerized files for two (2) years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001454 **Bank Number:** PSC PCE 711

PSC Transfer Files

Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. **Class of Individuals:** Public servants who have requested a lateral transfer. **Purpose:** This bank exists in accordance with section 5(c)(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative and foreign service, and categories, administrative and foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to Commissioners by the Secretary General, the Commissioners' decision to approve or deny the leave to seek nomination and election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. **Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate for election. **Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. **Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed. **PAC Number:** 85-016 *Related to PR#:* PSC CMB 020 **TBS Registration:** 001448 **Bank Number:** PSC PCE 705

Management Resources Information System (MIRS)
Description: This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. **Class of Individuals:** Public servants appointed to eligible classifications as determined by the Public Service Commission, public servants participating or seeking participation on interchange Canada or International Assignments and public servants who are placed on brokerage. **Purpose:** This bank exists to enable the Public Service Commission to fulfill its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. **Consistent Uses:** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Relationship with other systems: The MIRS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to

identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File. **Retention and Disposal Standards:** Hardcopy records of appointments to executive group positions are retained for the duration of employment plus one year, after which they are transferred to the National Archives of Canada and retained for one year after the individual has reached the age of 70, or until two (2) years after his or her death, or for permanent retention if judged to be of historical value. Hardcopy records for non-executive group positions are retained for five (5) years after removal from the inventory, and then destroyed. Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. **PAC Number:** 85-016 *Related to PR#:* PSC SPB 065 **TBS Registration:** 001477 **Bank Number:** PSC PCE 734

Management Trainee Program Participants Files
Description: This bank may contain performance review and employee appraisals, job descriptions, interview notes, applications, curriculum vitae, transcripts of marks, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Public servants who are or have been participants on the Management Trainee Program **Purpose:** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of participants. (For statistical purposes and studies). **Retention and Disposal Standards:** Hardcopy records are retained for five (5) years after the participant ceases to be a MTP participant and twenty five (25) years for machine readable and then destroyed. **PAC Number:** 94-001 *Related to PR#:* PSC SPB 030 **TBS Registration:** 002911 **Bank Number:** PSC PCE 764

Official Languages Exclusion Order Records
Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. **Class of Individuals:** Public servants who have requested an official languages exclusion or extension. **Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second

to reach a decision on each case. **Retention and**

Disposal Standards: Records relating to test results are retained for ten (10) years and then destroyed. Records relating to language training are retained for twenty-five (25) years and then destroyed. **PAC Number:** 85-016

Related to PR#: PSC CMB 045 **TBS Registration:**

001459 **Bank Number:** PSC PCE 716

Language Training Files

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results and information for the teaching personnel in the Commission's language training centres along with results obtained. **Class of Individuals:** Public servants who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) and the Second Language Evaluation system (SLE) of the Public Service Commission to update candidates' information, add new training requests and update SLE data. Moreover, the language training system is used to produce for departments, statistical reports on participants' absences and progress. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records are kept for twenty (20) years and deleted. **PAC Number:** 85-016 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001484 **Bank Number:** PSC PCE 741

Language Training Orientation Files

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognoses, recommended lessons and the projected duration of training. **Class of Individuals:** Public servant language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. **Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) to update information on orientation process' candidates. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized are kept for twenty (20) years and deleted. **PAC Number:** 85-016

Related to PR#: PSC TPB 105 **TBS Registration:**

001482 **Bank Number:** PSC PCE 739

progression of participants (for statistical purposes and

studies). **Retention and Disposal Standards:** Hard

copy records are retained for five (5) years after the participant ceases to be an Accelerated Economist

Training Program participant and twenty five (25) years for machine readable records. **PAC Number:** 94-001

Related to PR#: PSC SPB 030 **TBS Registration:**

003069 **Bank Number:** PSC PCE 766

Investigations Directorate Files

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Public servants who have filed complaints with the Investigations Directorate related to the application of the Public Service Employment Act and its Regulations or complaints of harassment as defined by Treasury Board policy, and persons involved in the complaint. **Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. **Consistent Uses:** It is also used to prepare background documentation in support of a recommendation to establish a board of inquiry. **Retention and Disposal Standards:** Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. **PAC Number:** 94-001

Related to PR#: PSC AIB 010 **TBS Registration:**

001446 **Bank Number:** PSC PCE 703

Language Review Committee Files

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. **Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee. **Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. **Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and

Standards: Inventory data of senior finance and internal audit officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. **PAC Number:** 94-001
Related to PR#: PSC EPB 065 TBS **Registration:** 001905 **Bank Number:** PSC PCE 753

Inventories of Senior Personnel Officers

Description: This bank may contain the Management Resources Information System human resourcing planning printouts containing such information as basic personal data, employment history, general and managerial experience, career aspirations and a background summary. It also contains a narrative form pertaining to individuals' performance, and career needs. **Class of Individuals:** Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPDDC). **Purpose:** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment. **Consistent Uses:** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments. **Retention and Disposal Standards:** Inventory data of senior personnel officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. **PAC Number:** 94-001 **Related to PR#:** PSC EPB 065 TBS **Registration:** 001758 **Bank Number:** PSC PCE 750

Inventory of Applicants for Interchange Canada

Description: This bank may contain curriculum vitae, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance reviews and employee appraisals. Some information exists in computerized form. **Class of Individuals:** Public servants applying for interchange Canada assignments. **Purpose:** This bank exists in accordance with section 5(a)(iii) of the Public Service Employment Regulations to maintain an inventory of public servants seeking interchange Canada assignments. **Consistent Uses:** This bank is used to identify candidates who are seeking interchange Canada assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. Information on candidates who become participants is transferred to the Interchange Canada Participants files. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 075 TBS **Registration:** 001906 **Bank Number:** PSC PCE 754

Inventory of Applicants for International Assignments Description: This bank may contain curriculum vitae, applications, correspondence, interview notes, record of instances of consideration, notations or referrals, notes

to file, telexes and performance review and employee appraisals. Some information exists in computerized form. **Class of Individuals:** Public servants applying for international assignments. **Purpose:** This bank exists to provide an inventory of public servants seeking positions with international organizations. **Consistent Uses:** This bank is used to identify candidates seeking positions with international organizations. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive and are then destroyed. Information on candidates who become participants is transferred to the International Participants files. **PAC Number:** 94-001 **Related to PR#:** PSC EPB 080 TBS **Registration:** 001951 **Bank Number:** PSC PCE 733

Inventory of Applicants for Management Trainee Program

Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, records of instances of consideration, notations or referrals, notes to file and telexes. **Class of Individuals:** Public servants applying to the Management Trainee Program. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of public servants seeking positions with the Management Trainee Program. **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of applicants who become participants (for statistical purposes and studies) **Retention and Disposal Standards:** Records are retained for three (3) years after application is submitted and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to MTP participants files. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 TBS **Registration:** 002910 **Bank Number:** PSC PCE 763

Inventory of Participants to the Accelerated Economist Training Program

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, correspondence, administrative documents related to security, travel and training, assignments, job descriptions, and other printed material where applicable. **Class of Individuals:** Public servants who are or have been participants on the Accelerated Economist Training Program. **Purpose:** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the Accelerated Economist Training Program. **Consistent Uses:** This bank is used for the general management of the bank is used for statistical purposes. Relationship with other systems: It interfaces with the Appointment Information Management System to track the career

members suitable for referral and appointment to executive level positions or referral for developmental assignments at other levels in the public service.

Retention and Disposal Standards: Records are retained for two (2) years after being declared inactive, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC EPB 030 **TBS Registration:** 001466 **Bank Number:** PSC PCE 723

Interchange Canada Participant Files

Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Public servants who are about to be given, are currently on, or have completed an assignment.

Purpose: This bank exists to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records are retained for two (2) years after termination of participation, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC EPB 075 **TBS Registration:** 001952 **Bank Number:** PSC PCE 729

Interdepartmental Peer Committee Files on Promotions

Description: This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements. **Class of Individuals:** Public servants in the University Teaching (UT), Scientific Research (SE-RCS), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation.

Purpose: The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. **Consistent Uses:** The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual. **Retention and Disposal Standards:** Files are retained for five (5) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002298 **Bank Number:** PSC PCE 759

Interdepartmental Secondment Program

Description: This bank may contain résumés, appraisals, secondment agreements, references, interview information, referral results, employee requests for secondment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested an interdepartmental secondment. **Purpose:** This bank was created to maintain an inventory of federal government employees interested in a secondment. **Consistent Uses:** The information is

used to identify interested employees for referral to available secondment opportunities. It is also used for statistical purposes and for human resources planning. **Retention and Disposal Standards:** Records are retained for a period of two (2) years after termination of a secondment. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002319 **Bank Number:** PSC PCE 762

International Assignment Participant Files

Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Public servants who are about to be given, are currently on, or have completed, an assignment. **Purpose:** This bank exists to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. **Retention and Disposal Standards:** Records remain active for the duration of the assignment, are kept inactive for three (3) years and are then destroyed. Records on performance review and employee appraisals are retained five (5) years, then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC EPB 080 **TBS Registration:** 001907 **Bank Number:** PSC PCE 755

Inventories of Senior Finance and Internal Audit Officers

Description: This bank may contain the Management Resources Information System human resource planning printouts including such information as basic personal data, employment history, general and managerial experience as well as career aspirations. It also contains a narrative form which is submitted to the Senior Financial Resourcing Advisory Committee and which includes information pertaining to the individual's performance, career needs and linguistic ability, as well as the results of the Committee's deliberations. If necessary, follow-up action is also included. **Class of Individuals:** Public servants at the FI-04 and equivalent levels, up to EX-03, who are identified as having extensive qualifications in finance and/or internal audit and who have been reviewed by the Senior Financial Resourcing Advisory Committee (SFRAC). **Purpose:** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior finance and/or internal audit officers who are ready for promotion, those who require further development in order to assume greater responsibilities, and those who would benefit from a new assignment. **Consistent Uses:** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior finance and internal audit appointments. **Retention and Disposal**

the PSC. The computerized data is kept on line for two (2) years and transferred to a tape which is destroyed after twenty five (25) years. Separations: The computerized information is retained until it has been superseded, and then deleted. WARS: Records are retained for ten (10) years or until they are superseded or become obsolete. QSF: Information on individuals is retained for five (5) years after point of first capture, and then archived to tape. COSEP: Information on COSEP records is retained for five (5) years, and then transferred to tape. **PAC Number:** 85-016/94-001 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002299 **Bank Number:** PSC PCE 761

Employee Position Abandonment Files

Description: This bank may contain a copy of the letter sent to the employee and notification by employing department to the Public Service Commission. **Class of**

Individuals: Public servants who have abandoned their position. **Purpose:** This bank exists in accordance with section 27 of the Public Service Employment Act to record and provide information on abandonment of positions by employees. **Consistent Uses:** The bank is used to provide statistical information to Parliament on employees who have abandoned their position.

Retention and Disposal Standards: Records are kept for two (2) years after receipt at the PSC and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001456 **Bank Number:** PSC PCE 713

Employment Equity Programs

Description: This bank may contain information concerning the on-the-job training assignments of Access Program participants, Visible Minority

Employment Program participants, National Indigenous Development Program participants, Northern Careers Program participants and Non-Traditional Occupations Program for Women participants (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments. **Class of Individuals:**

Individuals participating in the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. **Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. **Consistent Uses:** The bank is used to monitor the progress of participants and to measure the effectiveness of each program, as well as prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. Relationship with other

Executive Programs Competition Files

PSC PCE 758

TBS Registration: 002297 **Bank Number:**

PAC Number: 94-001 **Related to PR#:** PSC SPB 040

retained for twenty five (25) years and then destroyed. they are destroyed. Machine readable records are participant has completed the assignment, after which

Records are retained for five (5) years after the information. **Retention and Disposal Standards:** Management System to ensure accuracy of the cross-checked with the Appointment information

systems: The appointment data is manually

may be disclosed to a participant in a selection action in accordance with the PSC policy on «Disclosure of Information Following a Selection Action» to explain the reasons for the selection decision. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed.

PAC Number: 94-001 **Related to PR#:** PSC EPB 065

TBS Registration: 001475 **Bank Number:**

PSC PCE 732

Executive Programs Employment Equity Directorate (EPEED) Files (Senior Levels) (formerly Employment Equity Initiative)

Description: This bank may contain basic personal information, curriculum vitae, general career plan and appraisal information and reference checks. **Class of**

Individuals: Employment equity designated group members at the EX equivalent, the EX minus 1 and minus 2 levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have benefited from services provided by EPEED. **Purpose:**

This bank exists to maintain an historical record of designated group members seeking a developmental assignment or an appointment to the Executive Group in order to fulfill their chosen career plans. **Consistent**

Uses: The bank is used to identify designated group

EDP Statistical Systems
Description: This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance numbers, work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The bank includes the following EDP systems:
 Appointment Information Management System (AIMS), Separations, Workforce Adjustment Reporting System (WARS), Quarterly Statistical File (QSF) and Career-Oriented Summer Employment Program (COSEP). The information in these systems is obtained from the TBS Incumbent/Mobility Systems, the T.B. Official Languages Information System or appointment documents or statistics received from other departments. **Class of Individuals:** All individuals who have been appointed to positions in the public service or who have left the public service. **Purpose:** These systems were created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the five-year workforce downsizing program and the summer employment program. **Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Relationship with other systems: AIMS provides to the Management Resources Information System (MIRS) basic data and changes resulting from appointments. It is also merged with MIRS, the Population Annual Reporting File, the Separation File and the Treasury Board Official Languages Information System (OLIS) to produce the Quarterly Statistical File (QSF). It is also linked with the Staffing Officer Certification System to monitor the staffing certification of appointing officers and with the National Applicant Inventory and COSEP System to provide appointment information. It is merged with OLIS to check position language requirements with that of the incumbent. Source data from the Separation File is used to update the MIRS and to create the QSF for statistical reporting. Data from the TBS Incumbent File and Priorities Administration System (PAS) are input into the WARS and used to track the progress of those affected by the downsizing exercise. The QSF interfaces with AIMS, OLIS, MIRS, Separation and the TBS Incumbent Mobility Systems for statistical reporting purposes. COSEP is matched with AIMS to determine the number of students who become regular employees of the Public Service. Information in QSF and AIMS is also merged with Treasury Board's Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. **Retention and Disposal Standards:** AIMS: The Report on Staffing Transaction is retained for three (3) years from the date it is received by

PSC Training Programs Branch. **Consistent Uses:** This bank is used to provide information required to administer professional and management training courses operated by the PSC. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. **PAC Number:** 85-016 **Related to PR#:** PSC TFB 120 **TBS Registration:** 001478 **Bank Number:** PSC PCE 735
Deployment Recourse Files
Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. **Class of Individuals:** Public servants who have filed complaints with the Deployment Recourse Office related to the application of section 34.4 of the Public Service Employment Act. **Purpose:** This bank exists in accordance with section 34.4 of the Public Service Employment Act to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment. **Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **PAC Number:** To be approved. **Related to PR#:** PSC CMB 026 **TBS Registration:** 003270 **Bank Number:** PSC PCE 745
Diagnostic and Career Counselling Service
Assessment Results
Description: This bank may contain biographical information and assessment material and results of clients of the Diagnostic and Career Counselling Service. **Class of Individuals:** Public Servants in the Executive Category and equivalent levels and EX minus 1 levels who have requested the services of the Diagnostic and Career Counselling Service. This bank exists in accordance with section 10 and 16(1) of the Public Service Employment Act to record biographical information assessment results of clients of the Diagnostic and Career Counselling Service. The bank exists to provide members of the Executive Category and of the EX minus 1 levels with diagnostic information and to enhance their self-understanding and to provide an opportunity to receive confidential counselling. **Consistent Uses:** This information is used to provide advice to the client and, at the client's request, assessment information on the client can be provided to those of the client's choosing. It can also be used for research in order to maintain the quality of service. **Retention and Disposal Standards:** Paper and computer records are retained for thirty (30) years after being declared inactive and then destroyed. **PAC Number:** To be approved. **Related to PR#:** PSC SPB 030 **TBS Registration:** 002912 **Bank Number:** PSC PCE 765

related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Government executives who have been nominated for, are currently on, or have completed, an assignment in business or industry. **Purpose:** This bank exists to maintain an inventory of government executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. **Consistent Uses:** The information is used to assess candidates and to refer them for possible assignment opportunities in business and industry. **Retention and Disposal Standards:** Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. **PAC Number:** 94-001 Related to PR#: PSC EPB 081 TBS Registration: 001909 Bank Number: PSC PCE 757

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files
Description: This bank may contain basic personal information: nomination forms, reasons for nomination, curriculum vitae, career plan, appraisal information, Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation. **Class of Individuals:** Public servants who are currently enrolled or have participated in CAP or SDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program. **Consistent Uses:** This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes. Relationship with other systems: Information on past participants is updated monthly with the Management Resources Information System (MIRS) data and a CAP indicator on MIRS is updated from the CAP system. A semi-annual interface with the Treasury Board Incumbent/Mobility Systems is made to obtain the date joined the Public Service. **Retention and Disposal Standards:** Selected information is computerized and retained for statistical purposes for twenty (20) years. All records are retained in hard copy until five (5) years after termination of CAP or SDP participation. **PAC Number:** 94-001 Related to PR#: PSC EPB 070 TBS Registration: 001468 Bank Number: PSC PCE 725

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data
Description: This bank may contain basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curriculum vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondence related to CAP nominations or SDP nominations. **Class of Individuals:**

Public servants nominated for CAP or SDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final review and decision by selection board members regarding acceptance to the programs. **Consistent Uses:** This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program. **Retention and Disposal Standards:** Hardcopy records of employees who do not proceed beyond the selection phase are retained for three (3) years, and then destroyed. (Note: selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** 94-001 Related to PR#: PSC EPB 080 TBS Registration: 001705 Bank Number: PSC PCE 751

Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)
Description: This bank may contain biographical information; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973. **Class of Individuals:** Federal public servants who were candidates for the Career Assignment Program (1968 to 1973). **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973). **Consistent Uses:** This bank is used to provide assessment information to candidates requesting feedback and to gather normative and research information on the candidates in the Career Assignment Program. **Retention and Disposal Standards:** Records of employees assessed between 1968 and 1973 will be kept for thirty (30) years, and then destroyed. **PAC Number:** 85-016 Related to PR#: PSC SPB 070 TBS Registration: 001467 Bank Number: PSC PCE 724

Course Registration and Information System
Description: This bank may contain basic personal data and related course administrative data on public service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs course numbers. **Class of Individuals:** Public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the

record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the Appeal Board decision report submitted to the appellant. **Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal. **Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. **Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. **Retention and Disposal Standards:** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. However, for files referred to the Federal Court of Canada under section 18 of the Federal Court Act the decisions are microfilmed and are retained for twenty (20) years whether the section 18 application is allowed or dismissed with or without reason. Computerized information is retained for five (5) years. **PAC Number:** 94-001 **Related to PR#:** PSC AIB 005 **TBS Registration:** 001445 **Bank Number:** PSC PCE 702

Applicant Inventory
Description: This bank may contain applications/curriculum vitae and screening information. The bank may also contain records of applicants for the Co-operative Education and Employment Equity Programs, (the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option – the Non-Traditional Occupations Program for Women). Individuals seeking access to this information are required to specify the city in which they presented an application for employment. **Class of Individuals:** Public servants who have applied for a position in the public service through the Applicant Inventory. **Purpose:** This bank exists in accordance with section 5(a)(iii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific technical and operational categories excluding the EX group. **Consistent Uses:** This bank is used to identify applicants suitable for referral and appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Data from the CO-OP system is frequently matched with the Appointment Information Management System (AIMS) for statistical purposes and program evaluation to determine the number of students who become regular employees of the Public Service. The National Applicant Inventory System (NAIS) is also matched with AIMS to obtain statistical information on appointments within the Public Service. Various exam

results are extracted from the Test Storage and Results Analysis System (TS & RAS) for input into NAIS. Data is also extracted to obtain information on recruitment and referral for the Operational Performance Measurement System (OPMS). **Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventory, and then destroyed. Computerized information is retained for five (5) years. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001451 **Bank Number:** PSC PCE 708

Applicant Inventory Referral Files
Description: This bank may contain general personal data, referral forms, reference checks and referral results. **Class of Individuals:** Public servants referred by the PSC to departments and agencies, excluding employees in the EX group. **Purpose:** This bank exists to record referrals by the PSC to departments and agencies. **Consistent Uses:** The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Applicant Inventory Referral Files (AIRF) data is input to the Operational Performance Measurement System (OPMS) for program evaluation purposes. **Retention and Disposal Standards:** Records are retained for two (2) years and then destroyed. Computerized information is retained for four (4) months. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001453 **Bank Number:** PSC PCE 710

Assessment Centre Files (EIEP)
Description: This bank may contain memoranda and letters; biographical information and assessment results. **Class of Individuals:** Federal public servants who have been assessed by the Assessment Centre (EIEP). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program or assessment of Career Assignment Program or departmental development program candidates. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or departmental development programs so that meritious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. **Retention and Disposal Standards:** Hardcopy and computer records are retained for thirty (30) years after the assessment and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 070 **TBS Registration:** 001469 **Bank Number:** PSC PCE 726

Business/Government Executive Exchange
Description: This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence

Privy Council Office

Chapter 85

Particular Banks

Security Clearances and Assessments Bank

identification cards are retained for six months after the card expires. Records related to the security clearance or assessment process are kept for a minimum of two years after termination of employment or appointment and all are destroyed after five years. **PAC Number:** 86-001 **TBS Registration:** 002546 **Bank Number:** PCO PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains the security clearance records of employees, candidates for employment and employment agency personnel employed in the Prime Minister's Office, the Deputy Prime Minister's Office, the Privy Council Office, the Federal-Provincial Relations Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat, Government House, the Canadian Human Rights Commission, the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointments or candidates for appointment. Security clearance records include personal histories, fingerprint forms and records of criminal convictions (if any), records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and the issuance of identification cards. A notation of level of clearance may be included with the official personnel record. The bank contains records on employees or candidates for employment, as well as certain Order-in-Council appointments or candidates for appointment, of the above institutions or bodies. **Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level and to provide security assessments on certain Order-in-Council appointments or candidates for appointment. This bank is used to assist in decisions on transfers, promotions and appointments and to issue identification cards and building passes. Records related to the issuance of

Central Banks

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of**

Individuals: Public servants who have made a formal access request under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. **Consistent Uses:** The bank is used to record and process access requests, to

Public Service Commission of Canada

Chapter 86

Appeal Hearings Files

Description: This bank may contain an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control

Registration: 001684 **Bank Number:** PSC PCE 743

Number: 85-016 **Related to PR#:** PSC CMB 901 **TBS**

Standards: Records are retained for two (2) years after completion of the request, and then destroyed. **PAC**

Statistical Purposes. Retention and Disposal

respond to complaints received under the Acts, and for

concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare and Supply and Services Canada for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority. *Bank Number:* PPA PPE 802

Patented Medicine Prices Review Board

Chapter 83

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standard Banks

Register of Employee Pilots
This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the Pilotage Act. It is a general record on each individual employee pilot including name, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Records are retained for an indefinite period. *Bank Number:* PPA PPE 801

Attendance and Leave

Pay and Benefits

Particular Banks
Employee Records
Any pertinent information concerning PAB employee personal records should be directed to Staff Relations,

Pension Appeals Board

Chapter 84

Human Resources Services ISP, Human Resources Development, 20th Floor, Tower "B", Place Vanier, Vanier, Ontario K1A 0L1 *Bank Number:* PAB PPE 801

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 80

Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada (Chapter 96).

Office of the Superintendent of Financial Institutions Canada

Chapter 81

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada

Chapter 82

Particular Banks

Employee Personnel Record

This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. The Employee Personnel Record contains information concerning personal characteristics, including age and sex; social insurance number; home address;

citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information

Office of the Commissioner of Official Languages

Chapter 78

Personal Harassment	Staffing
Reliability Checks	Security Clearances
Travel and Relocation	Vehicle, Ship, Boat and Aircraft Accidents

Particular Banks

Garnishment
Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.

Class of Individuals: Employees of the Office against whom garnishment or diversion proceedings have been taken.

Purpose: The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

Consistent Uses: The bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period.

TBS Registration: 002849 *Bank Number:* COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits.

Class of Individuals: Employees of the institution. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. To enable audit an reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected.

TBS Registration: 002850 *Bank Number:* COL PPE 804

Superannuation
Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. **Class of Individuals:** Active and former employees who were contributors to the Superannuation. **Purpose:** To have access, in one location, to all pertinent data concerning pension, to assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.

Retention and Disposal Standards: Records are destroyed two years after all actions are completed.

TBS Registration: 002848 *Bank Number:* COL PPE 802

Surplus Employee
Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment.

Class of Individuals: Employees declared surplus. **Purpose:** This bank provides documentation to Personnel Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. To have an updated file on the employee and the actions taken to obtain a new position. **Retention and Disposal Standards:** Two years after the employee leaves.

PAC Number: 86-001 **TBS Registration:** 002847 *Bank Number:* COL PPE 801

Training and Development
Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. To approve and register

Northwest Territories Water Board

Chapter 75

Please note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada

Chapter 76

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest

situations and investigation reports and correspondence

about potential and actual employee conflicts between

the private interests or holdings of employees and their

official duties. **Class of Individuals:** Departmental

employees. **Purpose:** The purpose of this bank is to

maintain information about potential and actual conflict

of interest situations for employees of a government

institution, to record potential conflicts of interest and to

resolve actual conflicts of interest. **Consistent Uses:** To

support decisions on transfers, discipline and termination

of employment. **Retention and Disposal Standards:**

Two years after potential conflict of interest no longer

exists or actual conflict of interest has been resolved,

after which the records are destroyed. **PAC Number:**

85-001 **TBS Registration:** 001605 **Bank Number:**

OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Office of the Chief Electoral Officer

Chapter 77

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001628 **Bank Number:** SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. **Consistent Uses:** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

- Employee Personnel Record
- Pay and Benefits
- Travel and Relocation

- Vehicle, Ship, Boat and Aircraft Accidents
- Travel and Relocation
- Training and Development
- Staffing
- Security Clearances
- Pay and Benefits
- Parking
- Official Languages
- Occupational Safety and Health
- Identification and Building-Pass Cards
- Grievances
- Employee Personnel Record
- Employee Assistance
- Discipline
- Attendance and Leave

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatibility of the ratings across different directorates and branches within NSERC. **Retention and Disposal Standards:** Files are retained on file for five years, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002582 **Bank Number:** SER PPE 802

management information. There is no administrative use of this bank in the context of the Privacy Act.

Consistent Uses: The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. **Retention and Disposal Standards:** Records are retained for a period of six years. **Related to PR#:** NRCan CSS 720 **TBS Registration:** 003119 **Bank Number:** NRCan PPE 805

Workforce Adjustment

Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. **Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority. **Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. **Consistent Uses:** The records are used to facilitate the placement of employees. **Retention and Disposal Standards:** Records are retained for two years after the employee has been placed. **Contact:** Chief, Workforce Adjustment, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003310 **Bank Number:** NRCan PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. **Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. **Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by Compensation and Benefits Advisor at headquarters, while a copy of all necessary documentation is held by the pay office responsible for administration of pay and benefits, if the garnishment concerns an employee, or by the Financial Services Office, if it concerns a contractor. **Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 002313 **Bank Number:** NRCan PPE 803

Mineral and Energy Technology Sector Management Information System

Description: Name, Personal Record Identifier, office location, telephone number, names of branches where previously employed within the Sector, conferences and employees travel undertaken, assets in the custody of employees. **Class of Individuals:** Employees of the Mineral and Energy Technology Sector. **Purpose:** To track foreign and domestic travel undertaken by employees of the Sector. To record assets such as computers and equipment in the custody of employees. **Consistent Uses:** To provide Sector management with reports on conference and travel undertaken by Sector employees and to readily identify location of Sector assets. The employees' PRI will not be displayed. Access to the database will be restricted by the use of passwords. **Retention and Disposal Standards:** Two years following the last administrative use. **Contact:** Chief, Information Systems, Policy, Planning and Services Branch, METS. **Related to PR#:** NRCan DEX 007 **TBS Registration:** 003370 **Bank Number:** NRCan PPE 807

Salary Forecast Module

Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal

Particular Banks

Assignments Program

Description: This bank contains personal information on

applicants to the Program, on types of assignments

offered, and on performance of assignees. **Class of**

Individuals: The information relates to current and

former Public Service employees who have registered in

the Program. **Purpose:** The purpose of this bank is to

collect and maintain records on employees who have

applied to the Program and match the requests from

managers to fill positions through the Program. **Consistent**

Uses: The records are used to match

requests from managers for an assignment with

requests from managers to fill vacancies. **Retention and**

Disposal Standards: Records are retained for the

duration of employment plus one year, and then

transferred to the control of National Archives. The

information is destroyed when the individual reaches the

age of 70, or two years after the death of the individual,

provided two years have elapsed since the last

administrative action concerning the information.

Records of individuals, if judged by the National Archivist

are retained permanently by the National Archives of

Canada. **Contact:** Chief, Career Enhancement Services,

CSS-HRB. **Related to PR#:** NRCan CSS 790 TBS

Registration: 003309 Bank Number: NRCan PPE 811

Crown-owned Living Accommodation

Description: Information relating to employees who

occupy Crown-owned housing in remote northern areas

including names, occupations, family status, number of

children and employee classification and salary. Also

contains the amount of rental and the dates of

occupancy. **Class of Individuals:** Departmental

employees. **Purpose:** The data are used to administer

accommodation requirements and the collection of rental

deductions. **Consistent Uses:** Linked to Department of

Public Works PWC PPU 020. **Retention and Disposal**

Standards: Individual files are retained for two years

after the occupants vacate the premises. **Contact:**

Chief, Procurement and contracting, CSS-AMAS. **PAC**

Number: 86-001 **Related to PR#:** NRCan CSS 730

TBS Registration: 000408 Bank Number: NRCan PPE

802

Departmental Computer-Assisted Facilities

Management System.

Description: Information relating to the space occupied

by employee including name, PRI, status, responsibility

center, level, building, room number, telephone

number. **Class of Individuals:** Departmental employees.

Purpose: The data are used to manage accommodation

and forecast space usage by category of employee.

Consistent Uses: All employee data will be derived by

upload from the departmental telephone directory or the

departmental financial system. **Retention and Disposal**

Standards: The retention and disposal periods are to be

approved by the National Archives of Canada. **Contact:**

Director, Strategic Planning, Policies and Systems,

CSS-AMAS. **Related to PR#:** NRCan CSS 790 TBS

Registration: 003332 Bank Number: NRCan PPE 813

Directory of People and Services.

Description: Information about the organization and

employees of the Department. It includes the employee's

name, Personal Record Identifier, office location,

telephone number, organization and the services

provided by the employee. **Class of Individuals:**

Departmental employees. **Purpose:** The data is used to

produce the hard-copy Directory of People and Services

and will provide future on-line lookup. The Personal

Record Identifier (PRI) will not be displayed in the on-line

lookup facility for the Directory or in the printed

Directory. This databank is also intended to be a central

repository of identical tombstone data required by other

internal administrative systems. **Consistent Uses:**

Identical tombstone information required by other

administrative systems, such as Parking, will reside in

this personal information bank in order to eliminate

duplicate entries. Access to the different administrative

banks will be restricted by the use of passwords and

other security measures. **Retention and Disposal**

Standards: Two years following the last administrative

use. **Contact:** Chief, Telecommunications Services,

CSS-IMB. **Related to PR#:** NRCan CSS 770 TBS

Registration: 003344 Bank Number: NRCan PPE 806

Employee Medical Referrals

Description: This bank contains notice of mandatory

referral, correspondence relating to medical problems,

medical assessment regarding employee's capability to

work or limitations. **Class of Individuals:** The information

relates to current and former departmental employees

for whom a medical assessment was required. **Purpose:**

The purpose of this bank is to collect and maintain

information relating to the assessment of employee's

capability to work. **Consistent Uses:** The records are

used to assess employee's capability to perform duties;

to authorize leave and benefits; to monitor the health of

employees who are subject to certain occupational risks.

Retention and Disposal Standards: Records are

retained for a period of two years after the last

administrative use. **Contact:** Chief, Staff Relations and

Compensation Division, CSS-HRB. **Related to PR#:**

NRCan CSS 765 TBS **Registration:** 003308 Bank

Number: NRCan PPE 810

Garnishment of Salaries and Other Remuneration

Description: This bank contains information relating to

garnishment of salaries and other remuneration in

accordance with the Garnishment, Attachment and

Pension Diversion Act. Documentation includes notice of

intention to garnish, garnishee summons, and other

related correspondence. **Class of Individuals:**

administrative action, after which they are destroyed.
PAC Number: 86-001 *Related to PR#:* NRC PAS 745
TBS Registration: 002438 *Bank Number:* NRC PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Discipline
- Employee Assistance
- Employee Personnel Record
- Grievances
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Personal Harassment
- Reliability Checks
- Security Clearances
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. **Consistent Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years, after which they are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002201 *Bank Number:* NRC PPE 803

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the National Research Council. **Purpose:** The bank provides a record of the information used in staffing positions within the National Research Council. **Consistent Uses:** This bank may also be used in the selection of candidates for the Council's Secondment Program. **Retention and Disposal Standards:** Records are retained for two years after any

National Transportation Agency of Canada

Chapter 71

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
 - Conflict of Interest and Post-Employment Code
 - Discipline
 - Employee Assistance
 - Employee Personnel Record
 - Employment Equity Program
 - Grievances
 - Identification and Building-Pass Cards
 - Incentive Awards
 - Occupational Safety and Health
- Official Languages
 - Parking
 - Pay and Benefits
 - Performance Reviews and Employee Appraisals
 - Personal Harassment
 - Reliability Checks
 - Security Clearances
 - Staffing
 - Training and Development
 - Travel and Relocation
 - Vehicle, Ship, Boat and Aircraft Accidents
 - Workplace Day Care

National Research Council Canada

Chapter 70

Attendance and Leave

their contents.

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of

Standard Banks

Number: NPB PPE 801

PR#: NPB NPB 005 **TBS Registration:** 002100 **Bank**
was last used for an administrative purpose. **Related to**
information in this bank is destroyed two years after it
employment. **Retention and Disposal Standards:** The
transfers, promotions, discipline and termination of
Uses: The information is used to support decisions on
to carry out tasks honestly and reliably. **Consistent**
and to determine whether that individual can be trusted
purposes of this bank is to confirm an individual's identity
of appointment, assignment or contract. **Purpose:** The
applying for work with the National Parole Board by way
individuals. **Class of Individuals:** Individuals working or
confirm the identity and determine the reliability of these

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by
employees concerning potential conflict of interest

situations and investigation reports and correspondence
about potential and actual employee conflicts between
the private interests or holdings of employees and their
official duties. **Class of Individuals:** Employees of the
institution **Purpose:** The purpose of this bank is to
maintain information about potential and actual conflict
of interest situations for employees of a government
institution, to record potential conflicts of interest and to
resolve actual conflicts of interest. **Consistent Uses:** To
support decisions on transfers, discipline and termination
of employment. **Retention and Disposal Standards:**

Two years after potential conflict of interest no longer
exists or actual conflict of interest has been resolved, the
records are destroyed. **PAC Number:** 85-001 **TBS**
Registration: 000959 **Bank Number:** NRC PEE 801

Employment Equity Program

Description: The bank contains personal information on
employees such as education, work history, career
aspirations, and training and development, which is
collected by interviews or compiled from employees' files
or automated data systems. Respondents are asked to
complete a Voluntary Self-identification form and identify
themselves as male or female, Aboriginal Persons,
Persons with Disabilities or members of a Visible
Minority. An employee number may be used to identify
employees when these identifiers are required to locate
employee records. **Class of Individuals:** Employees of

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and
correspondence concerning an employee's work
performance in terms of skills, abilities, accomplishments
and interests. **Class of Individuals:** Employees of the
National Research Council. **Purpose:** The purpose of
this bank is to maintain information regarding the level of
performance of individual employees within the National
Research Council, including the identification of training
and development needs, approval of performance pay

002202 **Bank Number:** NRC PEE 802

established. **PAC Number:** 85-001 **TBS Registration:**
Standards: The disposal criteria for this bank are to be
employment equity. **Retention and Disposal**
also be used for policy and planning purposes related to
designated groups participate in and are equitably
introduce temporary special measures to ensure that
eliminate systemic discrimination in employment and to
of NRC's Employment Equity program to identify and
for reporting and administrative purposes in the delivery
with their counterparts in the general labour market.
Consistent Uses: The information gathered will be used
non-designated group members within the Council and
situation of designated group members with
Groups). This information is used to compare the relative
with Disabilities, and members of Visible Minority
group status (e.g., women, Aboriginal Peoples, Persons
a comprehensive picture of employees by designated
employment equity program. Data is collected to provide
provides documentation for the implementation of the
the National Research Council. **Purpose:** This bank

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Library of Canada

Chapter 67

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.
The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 59).

National Museum of Science and Technology

Chapter 68

Particular Banks

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. **Class of**

Individuals: Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent**

Uses: To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **PAC Number:**

86-001 **TBS Registration:** 002862 **Bank Number:**

STM PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

National Parole Board

Chapter 69

Particular Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the

National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards
- Incentive Awards
- Occupational Safety and Health
- Official Languages
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personal Harassment
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle Accidents

National Farm Products Council

Chapter 64

Note: Information on the employees of the National Farm Products Council is also held by Agriculture Canada.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Identification and Building-Pass Cards
Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Records

Grievances
Occupational Safety and Health
Security Clearances

Travel and Relocation

National Film Board of Canada

Chapter 65

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

National Gallery of Canada

Chapter 66

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

years. **PAC Number:** 69-014 **Related to PR#:**
DND ESD 045 **TBS Registration:** 000194 **Bank**
Number: DND PPE 825

Unit Military Personnel Bank

Description: This bank contains enrolment documents,

birth certificates, marriage certificates, separation

agreements, divorce orders (nisi and absolute), course

reports, conduct sheets, general employment

information, Statements of Ordinary Residence, Physical

Fitness Evaluation Envelopes, Unit Employment Records

(UER) and may contain Personnel Evaluation Reports on

Reservists, and documentation concerning compulsory

payments. Records which have not been superseded

and which have been relevant to personnel management

are retained for the duration of the member's career.

Other records are purged. Records are accessible by

providing full name, service number, rank, Military

Occupation Code and Unit.

Class of Individuals:

Serving members of the Canadian Forces (Regular and

Reserve). **Purpose:** The purpose of this bank is to

maintain a travelling copy of personnel records for all

personnel on strength from enrolment to release.

Information for this bank is used to compile nominal rolls

of personnel on strength at Units. **Consistent Uses:**

Pursuant to the Canada Elections Act, lists of Canadian

Forces electors and their dependant electors (including

their social insurance numbers) are compiled from the

Statement of Ordinary Residence form. The Act requires

that the lists be sent to the Chief Electoral Officer

following the issue of the writs ordering a general

election. Nominal rolls are produced from information

held in this Bank at each Unit. **Retention and Disposal**

Standards: One year after a member's release from the

Canadian Forces records are transferred to the

Personnel Records Centre (PRC), National Archives of

National Energy Board

Chapter 63

Standard Banks

Please see the INTRODUCTION to this publication for
the definition of Standard Banks and a description of
their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Travel and Relocation

Training and Development

Staffing

Performance Reviews and Employee Appraisals

Pay and Benefits

Parking

Official Languages

Occupational Safety and Health

Identification and Building-Pass Cards

Grievances

Employment Equity Program

Employee Personnel Record

Employee Assistance

Discipline

Conflict of Interest and Post-Employment Code

Attendance and Leave

Please see the INTRODUCTION to this publication for
the definition of Standard Banks and a description of
their contents.

Standard Banks

Number: DND PPE 836

PR#: DND CSA 520 **TBS Registration:** 000204 **Bank**
bank PAC PCE 716. **PAC Number:** 69-014 **Related to**
three years after release. Records are placed in data
Canada. Reserve Force records are transferred to PRC

covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed. **PAC Number:** 69-014 **Related to PR#:** DND PSB 405 **TBS Registration:** 000181 **Bank Number:** DND PPE 812

Squadron Personal File – Officer Cadets
Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College militaire royal and Royal Roads Military College files are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is in attendance. **Class of Individuals:** Officer cadets attending a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1500 members on a continuous basis. **Retention and Disposal Standards:** After graduation, records are maintained as follows: CMR, destroyed after four years; RRMCG, destroyed after two years and RMCG, retained indefinitely for historical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000213 **Bank Number:** DND PPE 845

Suggestion Award Program

Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data. Records are accessible by providing full name and originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose and use of this bank is to administer the Department of National Defence Suggestion Award Program. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Accepted suggestions which result in awards under \$1,000 are destroyed after three calendar years and suggestions which result in awards of over \$1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar

the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, service number, rank, Military Occupation Code (at the time), plus the specific plan and year of application, nomination or selection. **Class of Individuals:** Non-Commissioned Members of the Canadian Forces who have applied for UTPNCM, SCP or OCTPM; or who have been nominated for LDC, CRRP or selected for SRCP. **Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. **Retention and Disposal Standards:** The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 837. Board reports are retained for 20 years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002272 **Bank Number:** DND PPE 847

Service Prison and Detention Barrack Records

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing service number, name, detention identification number, place and dates of incarceration. **Class of Individuals:** Individuals who are or have been incarcerated in military service prisons and detention barracks. **Purpose:** The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calculation of, and the decision-making process respecting, the number of days remission earned by an inmate. **Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use. **PAC Number:** 69-014 **TBS Registration:** 001765 **Bank Number:** DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social workers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank and date of interview(s), and interviewee (if possible), service number, rank, Military Occupation Code, place which is accessible by providing member's full name, **Class of Individuals:** Members of the Canadian Forces and members of their immediate families. **Purpose:** Information in the bank is used to assist the social work officer in professional treatment and case management. **Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants

Requests from and Disclosures to Investigative Bodies

Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name and rank, classification or Military Occupation Code, if applicable. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National Defence. **Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. **Retention and Disposal Standards:** Information is destroyed two years after date of last correspondence. **PAC Number:** 69-014 **Related to PR#:** DND PCA 610 **TBS Registration:** 000218 **Bank Number:** DND PPE 854

Reserve Force Civilian Occupations

Description: This bank holds information contained on completed questionnaires. It includes the following information: social insurance number, name, education, union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether employer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing social insurance number, rank, name. Reserve component and unit. **Class of Individuals:** Members of the Reserve Force who are in civilian occupations which may be critical to the war effort. **Purpose:** The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. **Consistent Uses:** Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter. **Retention and Disposal Standards:** Records are destroyed two years after the last administrative act. **TBS Registration:** 002105 **Bank Number:** DND PPE 865

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production plans: University Training Plan Non-Commissioned Members (UTPNCM); Special Commissioning Plan (SCP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan Military (OCTPM); and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of

maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel. **Consistent Uses:** The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. **Retention and Disposal Standards:** Records are retained until the individual reaches the age of 67 and, provided, there has been no activity in the last two years, destroyed. **PAC Number:** 69-014 **TBS Registration:** 001782 **Bank Number:** DND PPE 834

Personnel Selection Officer Training Files

Description: This bank contains information pertaining to Personnel Selection Officers in the Canadian Forces. Specifically, it contains biographical data, course reports, on-job-training reports, academic qualifications, post-graduate course reports, professional development course reports, in- and out-service specialty training reports, records of special employment or experience, letters of appreciation and posting and promotion messages. Records are accessible by name, rank and service number. **Class of Individuals:** Personnel Selection Officers of the Regular and Reserve Forces. **Purpose:** The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. **Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Lieutenant-Colonel, at which time the records are destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 003268 **Bank Number:** DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, service number and location of the interview. **Class of Individuals:** Members of the Canadian Forces and U.S. military personnel serving in Canada. **Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces and U.S. military personnel serving in Canada. **Retention and Disposal Standards:** The files are destroyed after two years. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000221 **Bank Number:** DND PPE 857

cheques, as well as to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. **Retention and Disposal Standards:** Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. **PAC Number:** 69-014 **Related to PR#:** DND FSB 765 **TBS Registration:** 000223 **Bank Number:** DND PPE 859

Performance Evaluation Report File
Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of commendation and awards. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release if applicable. **Class of Individuals:** Members of the Regular Force and members of the Reserve Force on Class C service. **Purpose:** The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. **Retention and Disposal Standards:** Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000206 **Bank Number:** DND PPE 838

Personnel Applied Research Information Data Bank
Description: This automated data bank contains data on recruiting, selection (including Aircrew Selection tests), training, employment in the Canadian Forces (CF) and reasons for attrition. The information is demographic, biographic, and attitudinal, and concerns military occupations, assessment and employment. Records are retrievable by service number. Data is held on all applicants to the CF and current and past members. **Class of Individuals:** Applicants to the Canadian Forces and serving and former members of the Canadian Forces. **Purpose:** This automated data bank provides a database for personnel research, i.e., occupational selection and program evaluation. **Retention and Disposal Standards:** CF 283 Applicant Assessment forms are retained in hard copy for five years and then destroyed after five years. Automated data is retained indefinitely. **PAC Number:** 69-014 **Related to PR#:** DND PDB 360 **TBS Registration:** 000184 **Bank Number:** DND PPE 815

Personnel Files – Training
Description: The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, service number, rank, Military Occupation Code, course attended and school where course was taken. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain files on all personnel

undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. **Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000210 **Bank Number:** DND PPE 842

Personnel Security Investigation File
Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability status granted, and Security Clearance Review Board documentation and Security Intelligence Review committee appeals. Reliability check records apply to pre-employment/employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets or access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by surname, initials and date of birth of the individual. In addition, individuals who were released before 1990 must also provide their social insurance number. **Class of Individuals:** Current and former members of the Canadian Forces and civilian employees of the Department of National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. **Purpose:** The purpose of this bank is to

provided to the Department of National Revenue

(Taxation). **Retention and Disposal Standards:** Records are destroyed after five calendar years. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS**

Registration: 000173 **Bank Number:** DND PPE 804

Officer Boards for Academic Enhancement and

Specialist Training Plans

Description: This bank contains the annual boards for

Post Graduate Training, University Training Plan (Officers),

Military Medical, Legal, Dental, Pharmacy and Chaplain

Training Plans. Each board may contain selection criteria,

proceedings, findings, lists of the officers selected, (the

Post Graduate Training Board lists alternates and those

not selected), letters of disposition to each applicant and

any resulting postings. Only those officers who apply for

each plan are included. Records are accessible by

providing full name, rank, service number, Military

Occupation Code, particular plan and year of

application. **Class of Individuals:** Canadian Forces

officers who have made application for the training plans

listed. **Purpose:** The purpose of this bank is to record

the findings of the annual boards convened to determine

suitable officers from those who have applied for each of

the training plans. **Consistent Uses:** Reference.

Retention and Disposal Standards: Records are

retained for statistical purposes for three calendar years

and then destroyed. **PAC Number:** 69-014 **Related to**

PR#: DND CSA 520 **TBS Registration:** 002273 **Bank**

Number: DND PPE 848

Officers Merit Board Listings

Description: The information contained in the Merit

Board report includes a list of officers in order of merit

and the following information pertaining to each officer:

Merit List position number, Service Number, name;

initials; score; Military Occupation Code (MOC); years of

service; current rank; current and previous seniority date

and promotion zone entry date. Where applicable, the

Merit Board Report also contains personal information in

the form of findings and recommendations of the Board.

Also contained in this bank are the intermediate

Engagement (IE) and Indefinite Period of Service (IPS)

Merit Lists. A member's own records are accessible to

the member and/or the members Commanding Officer

on the written request of the member by providing full

name, service number, rank for each year covered by

the request including date of promotion to each rank;

current MOC; previous MOC(s) (if applicable); date of

MOC transfer (if applicable); commencement date of any

period of extension of service (if applicable) and dates of

Individuals: Officers in the Canadian Forces (Regular).

Purpose: The purpose of this bank is to record the

personal information and the officers' merit listings

resulting from the deliberations of Officer Merit Boards.

These 25 Boards are convened annually to rate officers'

performance and potential. The personal information and

merit listings are used to select officers for promotion to

the next higher rank, for attendance on courses, to

determine suitability for employment and to effect

Pension File

Description: The bank contains proofs of prior service;

pension election forms; copies of vital statistics of

serving Canadian Forces members and their

dependants; pension observations and correspondence

concerning pensions. Records are accessible by

providing service number and full name. **Class of**

Individuals: Members of the Canadian Forces. **Purpose:**

The purpose of this file is to determine superannuation

benefits for members of the Canadian Forces (Regular)

upon release. This information may be used for statistical

research purposes and for planning, implementing and

evaluating government personnel policies relating to

pensions and superannuation. **Consistent Uses:**

Pursuant to the Income Tax Act, documentation

supporting pension entitlements, including the social

insurance number, is provided to the Department of

Supply and Services (DSS PCE 701, Superannuation

Annuitant System Database) for the issue of pension

Number: DND PPE 858

DND FSB 765 TBS Registration: 000222 **Bank**

Number: 69-014 **Related to PR#:**

microfilmed on a regular basis and destroyed after 54

years. **PAC Number:** 69-014 **Related to PR#:**

and Disposal Standards: The Master Pay Records are

Services and National Revenue (Taxation). **Retention**

number, is provided to the Departments of Supply and

pay and deductions, including the social insurance

Canada Pension Plan Act, documentation to support

Income Tax Act, Unemployment Insurance Act and

and allowances. **Consistent Uses:** Pursuant to the

evaluating government personnel policies relating to pay

research purposes, and for planning implementing and

determining and record pay entitlements and applicable

deductions. This information may be used for statistical

enables the Central Computation Pay System (CCPS) to

and personnel on Class «C» Reserve service. This bank

records for members of the Canadian Forces (Regular)

The purpose of this bank is to record the individual pay

and personnel on Class «C» Reserve service. **Purpose:**

Individuals: Members of the Canadian Forces (Regular)

Class of

social insurance number and full name. **Class of**

Records are accessible by providing service number,

documentation concerning compulsory payments,

roll payments; and third party pay allotments, including

contributions; hospital and medical plan and assistance

Income Tax; Pension contributions; CPP and UIC

and allowances entitlements; deductions such as

and Class «C» Reserve since 1947, records of their pay

is serving or has served in the Canadian Forces Regular

Description: The bank contains, for every individual who

Pay Records File

Description: The bank contains, for every individual who

is serving or has served in the Canadian Forces Regular

and Class «C» Reserve since 1947, records of their pay

and allowances entitlements; deductions such as

Income Tax; Pension contributions; CPP and UIC

contributions; hospital and medical plan and assistance

roll payments; and third party pay allotments, including

documentation concerning compulsory payments.

Records are accessible by providing service number,

Class of

Individuals: Members of the Canadian Forces (Regular)

and personnel on Class «C» Reserve service. **Purpose:**

The purpose of this bank is to record the individual pay

records for members of the Canadian Forces (Regular)

and personnel on Class «C» Reserve service. This bank

enables the Central Computation Pay System (CCPS) to

determine and record pay entitlements and applicable

deductions. This information may be used for statistical

research purposes, and for planning implementing and

evaluating government personnel policies relating to pay

and allowances. **Consistent Uses:** Pursuant to the

Income Tax Act, Unemployment Insurance Act and

Canada Pension Plan Act, documentation to support

pay and deductions, including the social insurance

Services and National Revenue (Taxation). **Retention**

and Disposal Standards: The Master Pay Records are

microfilmed on a regular basis and destroyed after 54

years. **PAC Number:** 69-014 **Related to PR#:**

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and Disposal Standards: The Master Pay Records are

microfilmed on a regular basis and destroyed after 54

years. **PAC Number:** 69-014 **Related to PR#:**

seven years prior to the Non-Commissioned Member's current release point and applies only to non

commissioned members serving on an intermediate engagement in accordance with Canadian Forces Administration Order 6-2. **Retention and Disposal Standards:** Records maintained since 1989 are on file and are available. Records are sent to the Personnel Records Centre of the National Archives of Canada one year after an individual ceases to be a serving member of the Canadian Forces. Records are placed in data

PR#: DND CSA 520 **TBS Registration:** 002335 **Bank Number:** DND PPE 870

Non-Commissioned Members Merit Board Listings Description: The information in this bank includes for each individual only: service number; rank; surname and initials; element; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank indicator. Records are used for the promotion year to which they apply. A member's own records are accessible to the member and/or the members Commanding Officer on the written request of the members by providing service number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank. **Class of Individuals:** Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only.

Purpose: The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, conversion of terms of service, specialized training and employment. **Retention and Disposal Standards:** Since 1979, the records are retained for 20 years for statistical purposes and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000209 **Bank Number:** DND PPE 841

Non-Public Fund (NPF) Personnel Index Card Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to full-time and qualified part-time employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth. **Class of Individuals:** Non-Public Fund full-time and qualified part-time employees. **Purpose:** Records are used to store information submitted by units for administration of group insurance and pension plan, as well as for statistical purposes. **Consistent Uses:** Pursuant to the Canada Pension Plan Act,

documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Records are retained only for statistical purposes and destroyed three calendar years after termination of employment. Records are retained for employees who have vested or deferred pension rights until employee reaches retirement age, death, or transferred to RRSF at employee's request. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000171 **Bank Number:** DND PPE 802

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the full name, date of birth, period of employment and location of employment. **Class of Individuals:** Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services.

Purpose: The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. **Consistent Uses:** Pursuant to the Income Tax Act, Unemployment Insurance Act, and Canada Pension Plan Act, documentation to support pay deductions, including the social insurance number, is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Files are destroyed two calendar years after termination of employment. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000172 **Bank Number:** DND PPE 803

Non-Public Fund Employees of the Canadian Forces - Personnel Applicant and Benefit Programs File Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name, date of birth, periods of employment, and subject, date and file number (if known) of the initial application or correspondence. **Class of Individuals:** Non-Public Fund employees. **Purpose:** This file is used for the administration of Non-Public Fund employees. **Consistent Uses:** Pursuant to the Canada Pension Act, documentation to support pension deductions and entitlements including social insurance number is

enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 10 calendar years. Some records may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence. **PAC Number:** 69-014 **Related to PR#:** DND MIS 085 **TBS Registration:** 000203 **Bank Number:** DND PPE 835

Military Postgraduate and Subsidized University Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate or other authorized subsidized university training, such as name, initials, rank, military occupation code and description, service number, file date assigned, FMW/WCN numbers (applicable to US military courses), training source category, name and location of institution, course title, program type, occupation specialty qualification code, target position in establishment, course start and end dates, estimated cost per year and total cost, financial planning code (GRC), CLA request reference, posting message, obligatory service completion date, posting date and date thesis received. Records are accessible by providing full name, service number, rank, military Occupation Code, course title and program type and name and location of the institution where training was received. **Class of Individuals:** Canadian Forces officers selected for postgraduate or other authorized subsidized university training. **Purpose:** The purpose of this bank is to maintain administrative records of officers undergoing postgraduate or other subsidized university training and to assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate/university qualifications. **Retention and Disposal Standards:** Hard copy file records are contributed to personal information bank DND PPE 837 **Carer Manager Personal Files** on completion of training. Computer records are retained indefinitely for statistical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 003269 **Bank Number:** DND PPE 878

Minutes of Proceedings of Courts Martial

Description: The minutes of proceedings of a court martial are an accurate record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year and place of court martial, full name and rank, when applicable, of the accused. **Class of Individuals:** Members of the Canadian Forces and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. **Purpose:** These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for

National Defence Fingerprint File

Description: The following information is held on former and current members of the Canadian Forces and former and current civilian employees of the Department and Allied Forces personnel serving in Canada: fingerprints, FPS number service number/civilian PRI number, name, signature, sex, date and place of birth, date and place of engagement, occupation or trade, colour of hair and eyes, height, weight, complexion, scars, amputations, birthmarks, deformities, tattoos, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible by providing name, service number/civilian (PRI) number and, as proof of identity one rolled fingerprint done in black ink. **Class of Individuals:** Former and current members of the Canadian Forces; former and current civilian employees of National Defence; Allied Forces personnel serving in Canada. **Purpose:** This bank of information is maintained to provide an infallible means of identifying personnel currently serving or released who may have been victims of a serious injury, amnesia or death during times of war and peace. It may also be used by the Department for security clearance and reliability screening of employees. **Consistent Uses:** Used for identification purposes and may be used for security and reliability screening of employees. **Retention and Disposal Standards:** Records are retained by the Department until the individual reaches age 90 and are then destroyed or are held for permanent retention if judged to be of historic value. Prints of Allied Forces personnel are destroyed on termination of their tour of duty in Canada. **PAC Number:** 69-014 **TBS Registration:** 000170 **Bank Number:** DND PPE 801

Non-Commissioned Members Accumulated Point List Score

Description: The information in this bank includes, for each individual, only: Military Occupation Code, Sequential number, Service Number, rank, surname and initials, enrolment date, date of birth, release date, accumulated point score by each year commencing seven years prior to release date, total score, acceptance, declined. Records are accessible by providing Service Number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous military occupation code(s) (if applicable). **Class of Individuals:** Canadian Forces Non-Commissioned members in the ranks of Corporal to Chief Warrant Officer, inclusive. **Purpose:** The purpose of this bank is to record the Non-Commissioned Members' indefinite Period of Service Accumulated Point Listings resulting from the deliberation of the Non-Commissioned Member's merit boards convened annually to rate Non-Commissioned Members for continued service beyond their current release date. The listing is an accumulated score spanning five years and commences

Purpose: The purpose of this bank is to

establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of

certain limited Department of National Defence

Retention and Disposal Standards: Records are

retained for five calendar years and then transferred to National Archives of Canada where they are placed in

data bank PAC PCE 716. **PAC Number:** 69-014

Related to PR#: DND DOC 420; DND DOC 445 **TBS**

Registration: 000192 **Bank Number:** DND PPE 823

Military Personnel – Grievance File

Description: This bank constitutes a record of

applications for redress of grievances submitted and the decisions made in respect of those grievances. Records

are filed in accordance with service number, name, rank, Military Occupation Code and year of grievance. **Class**

of Individuals: Members of the Canadian Forces.

Purpose: The purpose of this bank is to record

applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant

to the National Defence Act and also to record the

decision made in respect of those grievances.

Consistent Uses: Investigation, by the Canadian Forces, of complaints made, in accordance with the Canadian

Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

Retention and Disposal Standards: The files are destroyed five years after last administrative action. **PAC**

Number: 69-014 **TBS Registration:** 000200 **Bank**

Number: DND PPE 831

Military Personnel Information System (Automated)

Description: This bank includes the military subsystems of the Integrated Personnel Data System (IPDS),

comprising the Military Personnel Information System (MIPS), and the Supplementary Reserve application.

These contain: name, rank, service number, sex, date and place of birth, security clearance, religious

denomination, marital status, dependants, medical category, military occupation, educational level,

language, rank and occupational qualifications, duty location, engagement plan and service history for current

and former members of the Regular Force. Additionally, the release address of former Regular Force members or

current home address of Supplementary Reserve members is included. Similar but fewer data elements

are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive

individually, on a scheduled basis, a bilingual Personnel Record Résumé (PRR), showing a resume of the data

held on them. Records of members released from the Canadian Forces are not subject to amendments.

Individuals: Former and current members of the Canadian Forces (Regular and Reserve). **Purpose:** The

purpose of this automated data bank is to provide and verify information for those engaged in the management

or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS. **Consistent Uses:** The information in this bank is used

to update and confirm the holdings of common data on

personnel, maintained by the Central Computation Pay System (CCPS) (DND PPE 858) and is also forwarded to

personnel information systems at the Command

Headquarters, strictly to update their data holdings. The SIN is collected in accordance with the Income Tax Act,

the Canada Pension Plan Regulations, and the Unemployment Insurance Act for the purpose of

managing and administering members' pay, and in accordance with the Canada Elections Act for the

provision of annual Statements of Ordinary Residence to members of Parliament. While the SIN has been used

since 1968 to uniquely identify CF members for all personnel administration purposes, DND is an active

participant in the current Government-directed action to abandon non-legislated uses of the SIN, and has

replaced it with a new Service Number (SN). While the SIN will continue to be retained for legislated purposes,

use of it will be strictly limited. The new SN is used in all non-legislated applications, including routine

administration. In all cases, access to the cross-reference between the SIN and the SN will be very

strictly controlled after completion of the conversion process. **Retention and Disposal Standards:** Records

are retained indefinitely. **PAC Number:** 69-014 **Related to PR#:** DND CPS 625 **TBS Registration:** 000175

Bank Number: DND PPE 806

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident,

including criminal or security offences investigated by the Military Police. This bank also records the findings of

authorized investigations. The bank consists of investigation and occurrence reports, written statements,

record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing

investigative information, civil and military court documents and related correspondence. Persons are

identified by a Service Number, name and initials, date of birth, and the report in which they are mentioned is

identified by the assigned file index number for the investigation, the type of incident or offence and the

date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm

and in automated form. Records are accessible by providing full name, Service Number (not mandatory),

type of incident or offence, location and date. **Class of Individuals:** Members of the Canadian Forces, civilian

employees of National Defence and members of the public involved in an offence on National Defence

establishments. **Purpose:** This information is used by disciplinary measures, and for security and reliability

screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of

crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for

research, planning, evaluation and statistical purposes. **Consistent Uses:** Some information may be shared with

accredited domestic and foreign law enforcement and investigative agencies in the administration or

and former Regular Force and Class C Reserve Force members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for SISIP and GOLF coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants. **Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage. **PAC Number:** 69-014 **Related to PR#:** DND CBD 450 **TBS Registration:** 000177 **Bank Number:** DND PPE 808

Judge Advocate General's Files/Service Estates
Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, service number and date of death.
Class of Individuals: Deceased members of the Regular Force and members of the Reserve Force who were serving on Class "B" or "C." Reserve Service. **Purpose:** The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were serving on Class "B" or "C." Reserve Service. **Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000220 **Bank Number:** DND PPE 856

Medical Records
Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records of military members are accessible by providing full name, service number, rank, date of birth, Military Occupation Code, and if applicable, Canadian Forces Hospital with dates of admission and discharge. Dependant medical records are identified by the dependant's name, name of the serving member, relationship to the serving member and the serving member's service number. **Class of Individuals:** Members of the Canadian Forces and

dependants of serving members. **Purpose:** The records serve as a reference source for medical treatment and career medical/administrative decisions. **Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. **Retention and disposal of dependants' medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. PAC Number:** 69-014 **Related to PR#:** DND SGB 490 **TBS Registration:** 000179 **Bank Number:** DND PPE 810

Merit Award Program
Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee providing full name, date of birth, rank, Military Occupation Code and date of nomination and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by the Command and National Defence Headquarters Group Committees. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are destroyed after three calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000195 **Bank Number:** DND PPE 826

Military Honours and Awards
Description: This bank contains listings of personnel who have received military honours and awards and certain limited military ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, date of birth, rank and Military Occupation Code, date and event concerned. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National

Designation of Additional Dependents Remuneration Supplement Claims and Hospital/Medical Claims

Outside of Canada

Description: This bank contains information on personal

characteristics of the person for whom application is being made. Dependant records are identified by the

dependant's name and date of birth, name of serving member, relationship to the serving member and the

serving member's full name, service number, rank and

Class of Individuals:

Dependants of members and members of the Canadian

Forces. **Purpose:** The purpose of this bank is to

maintain a record of designation of additional Canadian

Forces dependants outside of Canada for hospital and

medical coverage. **Retention and Disposal Standards:**

Records are destroyed after two calendar years. **PAC**

Number: 69-014 **Related to PR#:** DND CBD 450 **TBS**

Registration: 000178 **Bank Number:** DND PPE 809

General Administration and Management

Description: The bank contains comments on

Department of National Defence general administrative

proposals, studies and decisions taken thereon for

members of the Canadian Forces and civilian

employees. Records are accessible by providing full

Class of Individuals: Members of the Canadian Forces

and civilian employees of the Department of National

Defence. **Purpose:** The purpose and use of this bank is

to maintain correspondence pertaining to general

administration. **Retention and Disposal Standards:**

Records are destroyed after five calendar years. **PAC**

Number: 69-014 **Related to PR#:** DND ESD 055 **TBS**

Registration: 000197 **Bank Number:** DND PPE 828

Harassment

Description: This bank contains letters of complaint

regarding incidents of harassment; records of interviews

both with complainants and alleged harassers; records

of interviews with witnesses to incidents; summaries of

investigations and analyses of events and records of

decisions taken about particular incidents. Such

information must be retained as a separate record and

not placed on the complainant's personnel record. When

a disciplinary action results from an investigation,

information may be transferred to the Conduct sheet for

Military personnel and to the Discipline Bank for DND

Civilian employees. **Class of Individuals:** Members of

the Canadian Forces and Civilian Employees of the

Department of National Defence. **Purpose:** The purpose

of this bank is to record information necessary for

dealing with complaints of personal harassment at the

workplace, to make decisions in specific instances on

whether or not personal harassment is occurring, and

when this is the case to determine the appropriate

action, including disciplinary actions, to be taken to end

a harassment situation. **Consistent Uses:** To support

decisions on transfer and discipline of members and

employees. The information may be subsequently used

should the case result in a grievance or a Canadian

Human Rights complaint. In support of the Departmental

goal of zero incidence of harassment, the findings and

recommendations of any investigation of harassment may be disclosed to the complainant and the individual action taken against the individual as a result of the findings may also be disclosed to the complainant. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action. Records are then destroyed. **TBS Registration:** 003005 **Bank Number:** DND PPE 875

Headquarters Documents Microfile

Description: This bank contains data obtained upon

enrolment/transfer to the Regular Forces, such as the

name; Service Number; religion; date and province of

birth; citizenship; province of birth of parents; address on

enrolment; language information; marital status on

enrolment; sex and year of birth of dependant children;

dependants' language of instruction preference;

statements of Reserve Service; proof of change of

name; Oath or Affirmation on enrolment and statements

of understanding. It also contains

post-enrolment/transfer date information such as change

of name. Records are retrievable by service number.

Class of Individuals: Members of the Canadian Forces.

Purpose: The purpose of the manual microfile is to

provide a support service to those engaged in personnel

management or personnel administration of Canadian

Forces Regular Force personnel. **Retention and**

Disposal Standards: Records are retained for one year

after release from the Canadian Forces and then

transferred to the National Personnel Records Centre,

National Archives of Canada where they are placed in

data bank PAC PCE 718. **PAC Number:** 69-014

Related to PR#: DND PCA 625 **TBS Registration:**

000219 **Bank Number:** DND PPE 855

Information Services

Description: This bank contains biographical information

on senior military and civilian officials within the

Department of National Defence. Records are accessible

by providing full name, rank, and Military Occupation

Code. **Class of Individuals:** Senior military and civilian

officials of the Department of National Defence.

Purpose: Information was compiled and obtained for

internal and external use by Public Affairs Officers in the

performance of their duties. **Retention and Disposal**

Standards: Records are held until retirement and are

then placed in DND PPE 837. **PAC Number:** 69-014

Related to PR#: DND ISD 065 **TBS Registration:**

000196 **Bank Number:** DND PPE 827

Insurance – Service Income Security Insurance Plan (SISIP)

Description: This bank contains all Regular Force and

Class C Reserve Force applications for coverage under

the Service Income Security Insurance Plan (SISIP) as

well as for the General Officers Insurance Plan (GOIP).

The master policy is held by Maritime Life Assurance

Company. The bank also contains Canadian Forces

death notifications, and life claim forms submitted by

claimants. Records are accessible by providing full

name, service number, date of birth, rank, and Military

Occupation Code (MOC). **Class of Individuals:** Current

is on hold until users have defined their requirements. **Class of Individuals:** Civilian employees of National Defence. **Purpose:** The purpose of this system is to provide personnel information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. **Consistent Uses:** The information in this bank is used to produce reports to managers in order to facilitate their decision making. **Retention and Disposal Standards:** History tapes are retained for five years, then erased. **PAC Number:** 69-014 **Related to PR#:** DND PCA 625 **TBS Registration:** 000225 **Bank Number:** DND PPE 861

Command and Staff Course Student Files
Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing service number, rank/title and full name. **Class of Individuals:** Officers of the Canadian Forces, DND civilians, visiting foreign and Allied Officers. **Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and Staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. **Consistent Uses:** The bank is only used to provide documented justification for the content of each student's formal course assessment. **Retention and Disposal Standards:** Records are destroyed after one year. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000211 **Bank Number:** DND PPE 843

Conflict of Interest and Post-Employment Code –

Military
Description: This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. It may also contain reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing name, service number and rank. **Class of Individuals:** Members of the Canadian Forces regular and members of the Reserves on full-time paid service. **Purpose:** The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential conflicts of interest and their resolution and/or any post-employment compliance action. **Consistent Uses:** The information in this bank is used to resolve situations of potential and actual conflicts of interest and to

Dental Records
Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. **Retention and Disposal Standards:** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. **PAC Number:** 69-014 **Related to PR#:** DND DSD 510 **TBS Registration:** 000180 **Bank Number:** DND PPE 811

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Information contained includes service number and name of DND personnel, name(s) and date(s) of birth of dependants, posting location, authorized benefits and pertinent school years of benefit. Records are accessible by providing name and service number. Dependant education benefits records are identified by name and service number of the DND member and dependants name(s) and date(s) of birth. **Class of Individuals:** Members of the Canadian Forces, civilians employed by DND outside Canada and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. **Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND DEP 465 **TBS Registration:** 003267 **Bank Number:** DND PPE 876

Dental Records
Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. **Retention and Disposal Standards:** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. **PAC Number:** 69-014 **Related to PR#:** DND DSD 510 **TBS Registration:** 000180 **Bank Number:** DND PPE 811

Dental Records
Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. **Retention and Disposal Standards:** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. **PAC Number:** 69-014 **Related to PR#:** DND DSD 510 **TBS Registration:** 000180 **Bank Number:** DND PPE 811

Career Manager Personal File (CMPF)

Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; medical documentation such as Career Medical Review Board referral forms/disposition slips; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Occupation Transfer Program (LOTP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations; Documentation related to removal of acting or provisional status on re-enrolment. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release, if applicable. **Class of Individuals:** Members of the Regular and Class C Reserve components of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning. Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank **PAC Number: 69-014 Related to PR#:** DND CSA 520 **TBS Registration: 000205 Bank Number: DND PPE 837**

Career Medical Review Board

Description: This bank contains the member's medical category, recommendations of military medical authorities, Command Surgeon, Director Personnel Careers, Personnel Selection Officer's Report (in some cases), data submitted by the member, recommendations by the Surgeon General's staff and Board decisions. Individuals identified as disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and

without restrictions. Records are accessible by providing full name, service number, rank and Military Occupation Code, subject, date, month and the year of the Board. **Class of Individuals:** Members of the Canadian Forces and members of the Reserve Force on Class «C» service in the rank of Major and below. **Purpose:** The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members below the rank of Lieutenant-Colonel, of the Regular Force and of the Reserve Force on Class «C» Reserve Service whose medical category is below the standard required for employment in their military classification. **Consistent Uses:** Historical records and reference. **Retention and Disposal Standards:** Files are permanently held for historical and statistical purposes. **PAC Number: 69-014 Related to PR#:** DND CSA 520 **TBS Registration: 000183 Bank Number: DND PPE 814**

Chaplain Service

Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, service number, rank and denomination. **Class of Individuals:** Chaplains in the Canadian Forces. **Purpose:** It is used as a guide to actions affecting Chaplains and their work. **Retention and Disposal Standards:** Records are destroyed after three years. **PAC Number: 69-014 Related to PR#:** DND CGP 470; DND CRC 485 **TBS Registration: 000176 Bank Number: DND PPE 807**

Civilian Personnel Management Information System Description: The Civilian Personnel Information System has been upgraded and renamed to the Civilian Personnel Management Information System (CPMIS). The CPMIS is a bilingual, national level on-line personnel system consisting of eight integrated subsystems which will support virtually all major functions and processes in the civilian personnel administration environment. The eight subsystems are: ESTABLISHMENT/ORGANIZATION: contains position, unit and section data; CLASSIFICATION: maintains the classification information such as class, class, points and coordinates pertaining to the position; OFFICIAL LANGUAGES: Updates linguistics position and employee data; STAFFING: maintains staffing related data (competition number, process, and candidate information; PAY & BENEFITS/LEAVE: The Pay & Benefits maintains all data pertaining to the employee such as pri, address, salary, employment situations. The leave maintains all kind of leave records as earned and used by employee; HUMAN RESOURCES PLANNING: maintains and tracks data pertaining to employment equity target groups and special measures participation in special development programs, position clearance requests and work force adjusted employee; SECURITY: maintains data related to employee security clearance level and the security clearance of the position; and CIVILIAN TRAINING SUBSYSTEM: maintains data related to training taken from employees. This subsystem

purposes and for use as a basis to initiate preventative education, treatment, rehabilitation, enforcement and/or other administrative measures as prescribed in CFAO 19-21. **Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell. It is shared in-house only with medical/social counsellors, career managers, military police and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. **Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. Positive test results are maintained by the Drug Testing Administrative Cell as statistical data. **PAC Number:** 69-014 **Related to PR#:** DND PCA 630 **TBS Registration:** 003172 **Bank Number:** DND PPE 890

Canadian Forces Employment Equity Program
Description: The bank contains personal information on members such as racial background which is collected by means of questionnaires. Respondents are asked on a voluntary basis to identify whether or not they are an aboriginal person, and whether or not they are a member of a visible minority group. The service number are required to identify members when these identifiers are required to locate members' records. **Class of Individuals:** Members of the Regular Force and Primary Reserve **Purpose:** This bank provides documentation for the implementation of employment equity policy in the Canadian Forces. Data are collected to provide a comprehensive picture of members by target group status (e.g., aboriginal peoples and members of visible minority groups). This information is used to compile a personnel profile of members and to compare the situation of target group members with non-target group members within the Canadian Forces. The service number may be used to link information in this bank with that in another bank containing members' information (e.g. the Military Personnel Information System, MPIS Mk4) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for institutional purposes in the Canadian Forces Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Canadian Forces. It may also be used for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003342 **Bank Number:** DND PPE 816

Cadet Instructor Cadre Officer Personnel Files
Description: This bank contains form CF 1158 - Application for Membership in the Cadet Organizations, form CF 910 - Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cruises. Records are accessible by providing full name, date of birth, service number, Corps/Squadron number, title, location. **Class of Individuals:** Members of the Royal Canadian Sea/Army/Air Cadets and the Canadian Cadet Organizations. **Purpose:** The purpose of this bank is to maintain information on members of the Royal Canadian Sea/Army/Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members. **Consistent Uses:** Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are retained by Corps/Squadron for five years from date of release, and are then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND RCS 340 **TBS Registration:** 000207 **Bank Number:** DND PPE 839

Canadian Forces Command and Staff College - Boards
Description: This bank contains results of Boards convened to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, service number, rank, Military Occupation Code and particulars of the board such as, year, location and name of the staff college. **Class of Individuals:** Canadian Forces officers. **Purpose:** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. **Consistent Uses:** These records are used to select personnel for attendance at Staff Colleges and for reference. **Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000190 **Bank Number:** DND PPE 821

Canadian Forces Drug Testing Program
Description: This bank contains results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program. It also contains administrative details of all specimen collections and career action on members who produced validated positive test results. The records are accessible by providing full name, initials, service number and date and place of testing (Unit Identification Code). **Class of Individuals:** Members of the Canadian Forces Regular and Reserves (on assignment to the Regular Force). **Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

National Defence
Chapter 62

Particular Banks

Academic Records – Officers/Officer Cadets

Description: The bank contains academic results achieved by the subject during each year of attendance.

They are kept by the College Registrar. Records are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. **Class of Individuals:**

Officers and Officer Cadets who are attending, or have attended a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1 500 members annually.

Retention and Disposal Standards: Records are maintained indefinitely for historical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000212 **Bank Number:** DND PPE 844

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to Canadian Forces Station Alert. Specifically, it contains the following types of information: Rank; service number; Military Occupation Codes; special qualifications; gender; individual attach posting history; member's present unit; and security clearance. IAW ADM/PER 2/90, all information are retained for posterity (until such time as CFS closes). **Class of Individuals:** Communication Research military members of the Department of National Defence. **Purpose:** Information is used when posting military personnel to Canadian Forces Station Alert. **Consistent Uses:** The information is used to ensure the military personnel are treated fairly and equally if required to be posted to Canadian Forces

Station Alert on a rotational basis. This is consistent with the original purpose of the data. **Retention and Disposal Standards:** Records are retained for five years after members have been removed from the eligibility list. **TBS Registration:** 002856 **Bank Number:** DND PPE 871

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location, and are accessible by providing service number, name, rank, Military Occupation Code, and type and year of incident. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken. **Retention and Disposal Standards:** The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC PCE 716 or PAC PCE 717. **PAC Number:** 69-014 **TBS Registration:** 000201 **Bank Number:** DND PPE 832

National Arts Centre

Chapter 60

Particular Banks

Labour Canada

The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period. *Bank Number:* NAC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

- Employee Personnel Record
- Grievances
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

National Capital Commission

Chapter 61

Particular Banks

Corporate Information Inventory System

(CIIS)/Employee Database

Description: This bank is a component of an on-line information holdings management system. This bank contains employee names, sex, birth date, employee position number and security level. *Class of Individuals:* NCC employees *Purpose:* The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. *Consistent Uses:* The information is used to track employee security clearances and to safeguard protected information. *Retention and Disposal Standards:* Computerized records are updated as required. *Related to PR#:* NCC SPI 195 *TBS Registration:* 003664 *Bank Number:* NCC PPE 802

Workforce Adjustment

Description: This bank contains information on employees declared as surplus or laid-off. Information usually consists of a letter to employee, the employee's curriculum vitae, copies of appraisals and staffing priority notification form, as well as language test results where applicable. *Class of Individuals:* NCC employees *Purpose:* This bank is used by senior management for human resources planning and is also used to aid employees in finding alternative employment or assignments. *Consistent Uses:* The information contained in this bank is provided to the Public Service Commission for information and placement purposes. *Retention and Disposal Standards:* Records are retained for three years after the employee has been placed and are then destroyed. *TBS Registration:* 003665 *Bank Number:* NCC PPE 801

Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000565 **Bank Number:** PAC PCE 813

Performance Evaluation Bank – World War II,

Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports,

course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over.

However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000572 **Bank Number:** PAC PCE 820

Royal Canadian Air Force (RCAF) – Daily Routine

Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Royal Canadian Air Force (RCAF) personnel from 1924-1967. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000560 **Bank Number:** PAC PCE 808

Royal Canadian Navy (RCN) Pay Record Sheets –

World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements,

ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. **Class of Individuals:** Royal Canadian Navy personnel who served during World War II. **Purpose:** To verify pay records and settle any pay claims. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000564 **Bank Number:** PAC PCE 812

Service Pensions Bank – Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan. **Purpose:** To determine pension entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000571 **Bank Number:** PAC PCE 819

Thirty Day Trainees – World War II

Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. **Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. **Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000563 **Bank Number:** PAC PCE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Purpose: This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 001943 **Bank Number:** PAC PCE 821

Medical Records – World War II, Special, Reserves and Regular Forces
Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 001943 **Bank Number:** PAC PCE 821

Microfiche Personal File – Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives

Regular Force and Class C Reserve personnel.
Purpose: This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000569 **Bank Number:** PAC PCE 817

Microfiche Personal File – Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000568 **Bank Number:** PAC PCE 816

Newfoundland Forces – World War II
Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. **Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946.

Military Personnel Bank – World War II, Special, Reserves and Regular Forces
Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000566 **Bank Number:** PAC PCE 814

Military Personnel Bank – World War II, Special, Reserves and Regular Forces
Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000566 **Bank Number:** PAC PCE 814

Military Personnel Bank – World War II, Special, Reserves and Regular Forces
Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service. **Class of Individuals:** Military personnel who served with the Canadian Forces during World War I. **Purpose:** To authenticate service information for possible pension and other benefits and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000566 **Bank Number:** PAC PCE 814

the Personnel Records Centre. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). **Class of Individuals:** Former military and civilian employees of the federal government. **Purpose:** To identify and locate within the Personnel Records Centre, personnel records of former government employees. **Retention and Disposal Standards:** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retain for five years for quality control purposes. **Related to PR#:** PAC NPR 170 TBS Registration: 000553 Bank Number: PAC PCE 701

Particular Banks

Army Reserve Force Pay Lists (1920-1949)

Description: Contains financial and pay information which includes name, service number, pay entitlements, units served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army reserve personnel. **Purpose:** To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 TBS Registration: 000559 Bank Number: PAC PCE 807

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later. **Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 TBS Registration: 000567 Bank Number: PAC PCE 815

Auxiliary Services Record – World War II

Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and

surname, date of birth, unit served with and, for Fire Fighters only, service number. **Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. **Purpose:** To verify periods of service and determine eligibility for pension benefits. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 TBS Registration: 000562 Bank Number: PAC PCE 810

Canadian Army Wartime, Special Force and Regular Force – Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 TBS Registration: 000561 Bank Number: PAC PCE 809

Canadian Expeditionary Force (CEF) Routine Orders – World War I

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service. **Class of Individuals:** Canadian Expeditionary Force (CEF) personnel from 1914 to 1919. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 TBS Registration: 000558 Bank Number: PAC PCE 806

Dental Records – World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and

National Archives of Canada

Chapter 59

Central Banks

Former Civilian Employees – DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000556 **Bank Number:** PAC PCE 704

Former Civilian Employees – National Health and Welfare Medical Records

Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the Public Service Superannuation Act and other legislation. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000557 **Bank Number:** PAC PCE 705

Former Civilian Employees – Public Service Commission Record

Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000555 **Bank Number:** PAC PCE 703

Former Civilian Employees – Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify decisions concerning employees, to determine any employee benefits which may still result from record in the case of re-employment. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000554 **Bank Number:** PAC PCE 702

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Travel and Relocation

Training and Development

Staffing

Security Clearances

Reliability Checks

Personal Harassment

Performance Reviews and Employee Appraisals

superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisals, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, personal harassment, identification and building passes, training and application for employment. **Class of Individuals:** Employees of IDRC. **Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with the IDRC for the purpose of facilitating personnel administration. **Consistent Uses:** Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc. **Retention and Disposal Standards:** Retained by the International Development Research Centre for the duration of employment plus two year, then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is

Laurentian Pilotage Authority Canada

Chapter 57

Particular Banks

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely. **Bank Number:** LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

Performance Reviews and Employee Appraisals

Medical Research Council of Canada

Chapter 58

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Medical Research Council of Canada

Attendance and Leave

Conflict of Interest and Post-Employment Code Discipline

International Development Research Centre

Chapter 56

Particular Banks

Human Resources Inventory

Description: This bank maintains an inventory of external applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of

qualifications and previous employment, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by name in alphabetical order. **Class of Individuals:** All applicants requesting employment at IDRC. **Purpose:** The information was compiled to maintain an inventory of applicants for employment at IDRC. **Consistent Uses:** The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. **Retention and Disposal**

Standards: Retained for six months after date of application. **PAC Number:** 86-001 **TBS Registration:** 001153 **Bank Number:** IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and

cardiograms. The files are currently arranged by name in alphabetical order. **Class of Individuals:** All past and present employees of IDRC. **Purpose:** The information was compiled to maintain a medical history record of all past and present employees of the IDRC. **Consistent Uses:** This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees who travel abroad.

Retention and Disposal Standards:

The records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. **PAC Number:** 83-002 **TBS**

Registration: 001154 **Bank Number:** IDR PPE 803

Official Languages

Description: This bank contains course enrolment and attendance information; language training application for the purposes of identification; language knowledge assessment scores; and correspondence about the official language qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of International Development Research Centre. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the International Development Research Centre, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To administer the Official Languages Program at the International Development Research Centre.

Retention and Disposal Standards: Two years after the last documentation, the records are destroyed. **TBS**

Registration: 002846 **Bank Number:** IDR PPE 806

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after permit expires. **TBS**

Registration: 002844 **Bank Number:** IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings,

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Enroute.

Retention and Disposal Standards: Application forms are retained for two years after the last use of the card.

PAC Number: 86-001 **TBS Registration:** 002562 **Bank Number:** CCA PPE 804

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program.

Class of Individuals: Employees of the Department.

Purpose: To identify individuals who have been nominated for awards.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds.

Retention and Disposal Standards: Records are retained for six years and then destroyed.

PAC Number: 86-001 **TBS Registration:** 002561 **Bank Number:** CCA PPE 802

Inventory of Positions Subject to the Subdelegation of Staffing Authority

Description: Computerized inventory containing information on positions subject to the subdelegation of staffing authority such as: the position number, the group and level, if the position has been identified by the Deputy Minister, the title of the position, the name of the Bureau, the Branch/Location and the Sub-Branch/Sub-Activity, the name and initials of the incumbent, the social insurance number, the date on which the staffing training program was taken and the Memorandum of Understanding's date.

Class of Individuals: Mostly employees from the Management Category and levels immediately below.

Purpose: One of the delegation's conditions to the Deputy Minister is to keep a departmental inventory of all positions subject to the subdelegation of staffing authority.

Consistent Uses: The inventory is used by Staffing Officers and Activity Co-ordinators to verify whether the managers they are servicing have the subdelegation of Staffing authority.

Retention and Disposal Standards: The inventory is updated every three months. Information on an employee is destroyed when the employee leaves the Department or two years after the last administrative action.

TBS Registration: 002710 **Bank Number:** CCA PPE 805

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name.

Class of Individuals: Department of Communications employees.

Purpose: The purpose of this bank is to provide information to allow the

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.

Class of Individuals: Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.

Retention and Disposal Standards: Records are retained for two years and then transferred to the National Archives of Canada.

PAC Number: 86-001 **Related to PR#:** RIE ACC 285 **TBS Registration:** 002012 **Bank Number:** IST PPE 801

Senior Management Development Information

Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings.

Class of Individuals: Departmental employees who occupy positions in the Senior Management Category as well as those at SM-1 and SM-2 levels.

Purpose: This bank is used to facilitate human resource planning and career planning.

Consistent Uses: Information will be used by senior departmental officials and by personnel staff concerned with human resource planning.

Retention and Disposal Standards: Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action.

TBS Registration: 002711 **Bank Number:** CCA PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Central Banks

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. **Class of Individuals:** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. **Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. **Consistent Uses:** To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner. **Retention and Disposal Standards:** Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. **PAC Number:** 86-001 **Related to PR#:** CCA DRG 165 **TBS Registration:** 000130 **Bank Number:** CCA PCE 701

Particular Banks

Brokerage Unit

Description: This bank contains information on employees declared surplus, affected or laid-off. Information usually consists of a letter from the Department to the employee, the employee's curriculum vitae, copies of appraisals, the staffing priority notification form, the language test results (where applicable) and the positions within the Department for which the employees were considered. **Class of Individuals:** Certain employees of Industry Canada. **Purpose:** This bank is used by management for human resource planning and is also used to aid employees in finding alternative employment of assignments. **Consistent Uses:** The information contained in this bank is provided to the Public Service Commission for information and placement purposes; to Treasury Board on request for information on placement efforts are provided to Unions for the employees they represent. **Retention and Disposal Standards:** Records are retained for two years after employees' placement or their leaving the public service and are then destroyed. **TBS Registration:** 0003347 **Bank Number:** IC-PPE-802

Departmental Assignment Program
Description: This bank may contain résumés, appraisals, assignment agreements, references, interview

information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested a departmental assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy. **Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **PAC Number:** 86-001 **Related to PR#:** IST IST 921 **TBS Registration:** 002905 **Bank Number:** IST PPE 803

Educational Profile of Women at the Officer Level and Above

Description: The following information will be collected: the level of education and area of specialization; length of employment at Industry, Science and Technology; age by category; and general views on gender bias in job placements. **Class of Individuals:** The information will be collected from female employees at ISTC in the Executive, Commerce and Other Officer categories. **Purpose:** The purpose of this information bank is to develop and analyze the educational levels of female employees in the department to determine the extent to which current staff can meet the projected needs of a changing environment; and to kick-start the departmental Human Resources Information System (HRIS) in collecting and maintaining this type of basic data. **Consistent Uses:** Questions one to five on education and tenure will be housed in the departmental HRIS using employee codes. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** IST/IST-100 **TBS Registration:** 002878 **Bank Number:** IST PPE 805

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses. **Class of Individuals:** Departmental Employees. **Purpose:** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Supply and Services Canada. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal Standards:** Retained for six years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** IST/IST-914 **TBS Registration:** 003218 **Bank Number:** IST-PPE-806

Enroute Individual Credit Cards

Description: This bank contains application forms for Enroute credit cards. **Class of Individuals:** Departmental employees. **Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. **Consistent Uses:** Monthly activity reports are used to ensure payments are

Indian and Northern Affairs Canada

Chapter 54

Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. **Class of individuals:** Departmental employees.

Purpose: This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. **Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed. **PAC Number:** 85-001 **Related to PR#:** INA HRB 921 **TBS Registration:** 002541 **Bank Number:** INA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Parking	Personal Harassment
Pay and Benefits	Performance Reviews and Employee Appraisals
Staffing	Training and Development
Security Clearances	Travel and Relocation

Immigration and Refugee Board Chapter 53

Particular Banks

Automated Property Access Security – Toronto I
Description: This bank contains information relating to the use of individual identification access numbers.

Class of Individuals: Employees in the Toronto I Region only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property. **Consistent Uses:** The information in this bank would be used in the event of a breach in Board security. **Retention and Disposal Standards:** The information is retained for eight months and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS Registration:** 003177 Bank Number: IRB PPE 804

Automated Property Access Security – Toronto II
Description: This bank contains information relating to the use of individual identification access cards. **Class of Individuals:** Employees in the Toronto II Region only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property. **Consistent Uses:** The information in this bank would be used in the event of a breach in Board security. **Retention and Disposal Standards:** The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS Registration:** 003178 Bank Number: IRB PPE 805

Employee Assistance
Description: The Board has a Memorandum of Understanding with Health and Welfare Canada, Public Services Health – Medical Services Branch to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The NHW EAP Bank contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP, notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under

the control of the Medical Services Branch, National Health and Welfare. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees and Members of the Board. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **TBS Registration:** 003176 Bank Number: IRB PPE 803

Member Tracking System
Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by members. **Class of Individuals:** Members of the IRB. **Purpose:** The purpose of this data bank is to keep track of IRB Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the IRB. **Consistent Uses:** This information is used to schedule Members in cases and to generate reports on the status of assigned cases. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of a Member's term of appointment. **PAC Number:** 85-001 **TBS Registration:** 003174 Bank Number: IRB PPE 801

Refugee Hearing Officer (RHO) Tracking System
Description: This information bank contains the names and addresses of RHO's. **Class of Individuals:** Employees of the IRB. **Purpose:** This information is used to schedule RHO's to refugee cases. **Consistent Uses:** This information is used to generate reports on their assigned hearings and to generate reports on their assigned cases. **Retention and Disposal Standards:** Records will be retained for two years after the last administrative use. **TBS Registration:** 003175 Bank Number: IRB PPE 802

Information will be retained for no less than two years after the last activity relating to the employee's return to work. **Related to PR#:** HRDC MSC 025 **TBS Registration:** 003410 **Bank Number:** HRDC PCE 705

Particular Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management

Resources Information Summary and a resume, if available. **Class of Individuals:** Employees in HRDC.

Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Retention and Disposal Standards:** The retention period is five years for managers. **Contact:** Director, Operations Services Division – Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. **TBS Registration:** 002006 **Bank Number:** HRDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands

are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time. **Purpose:** To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections), Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRDC's new Human Resources Employee Identification Number System. **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** HRDC PPE 812

Income Security Programs Branch Employee Profile Questionnaire (I.S.P.)

Description: The bank includes information on public servants of the Income Security Programs Branch, containing their name, classification (group & level), first official language and education. **Class of Individuals:** Employees of the Income Security Programs Branch of Human Resources Development Canada. **Purpose:** To identify training needs, in order to plan for appropriate employee training in the future. **Consistent Uses:** Human resource planning. **Retention and Disposal Standards:** Retained for two years after the subject person leaves ISPB, at which time records are destroyed. **Note:** This bank will no longer exist in 1995-1996. **PAC Number:** 86-001 **TBS Registration:** 003121 **Bank Number:** HRDC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Human Resources Development Canada

Chapter 52

Central Banks

Government Employees Compensation Records
Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. **Class of Individuals:** Federal and Crown corporation employees. Proof of identification may be required before access is granted. **Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act. **Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement. **Retention and Disposal Standards:** Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. **PAC Number:** 69-089, Amend. 1 **TBS Registration:** 000457 **Bank Number:** HRDC PCE 701
Pilot Project in Disability Management
Description: Information contained in this bank includes information obtained from employees of Correctional

Standards: The records are retained for six years and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002749 **Bank Number:** HWC PPE 804
Priority Referral and Clearance Centre Files
Description: This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. **Class of Individuals:** Employees of the institution and persons who have been laid off by the institution. **Purpose:** This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. **Consistent Uses:** Use of the bank is consistent with the purpose specified in part 5. **Retention and Disposal Standards:** Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. **PAC Number:** 86-001 **TBS Registration:** 002901 **Bank Number:** HWC PPE 805

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.
Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personal Harassment
Security Clearances
Staffing
Training and Development
Travel and Relocation

577437/638944/607107 **TBS Registration:** 002745
Bank Number: HWC PCE 701

Public Service Health Medical Review Board Files

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Review Board. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701 **Retention and Disposal Standards:** Records are retained until the employee reaches 75 or if 70 years of age or over, they are retained 5 years after the last examination. Upon expiry of the retention period, some of these records will then be preserved and the remainder destroyed. **PAC Number:** 577437/607107 **TBS Registration:** 002746
Bank Number: HWC PCE 702

Particular Banks

Departmental Complaints File (Employees)

Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. **Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. **Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The files are kept for two years after the last use for an administrative purpose and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002748 **Bank Number:** HWC PPE 801

Garnishment

Description: The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. **Class of Individuals:** Departmental employees and departmental contractors engaged as an individual under contract for services. **Purpose:** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limits specified in the legislation. **Consistent Uses:** It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the

Incentive Awards

Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** The records are retained for two years after the expiry of the fiscal year or last use for an administrative purpose, whichever is later. **PAC Number:** 86-001 **TBS Registration:** 002787
Bank Number: HWC PPE 803

Class of Individuals:

Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Individual awards funded by the institution are maintained for 6 years. Files affecting precedence must be transferred to the control of the PAC upon expiry of the retention period. **PAC Number:** 86-001 **TBS Registration:** 002914 **Bank Number:** HWC PPE 810

Managerial and Confidential Exclusions Records

Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. **Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002900 **Bank Number:** HWC PPE 802

Person-Year Accounting and Control System (PYAC)
Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5. **Retention and Disposal**

Health Canada

Chapter 51

Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants.

Purpose: The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

Retention and Disposal Standards: Records are retained until the employee reaches age 75, or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 77437/607107

TBS Registration: 002747 **Bank Number:** HWC PCE 703

Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Records are retained until the employee reaches age 75 or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:**

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code

Employee Personnel Records

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Review and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

managerial and confidential exclusions in the Commission and is the only official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion files for five years. **TBS Registration:** 002881 **Bank Number:** HMI PPE 805

Person-Year Utilization System
Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAAC Personnel Information System. **Class of Individuals:** The information relates to employees of the Commission. **Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board. **Retention and Disposal Standards:** These files are retained for two years. **TBS Registration:** 002883 **Bank Number:** HMI PPE 810

Freshwater Fish Marketing Corporation

Chapter 48

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Hazardous Materials Information Review Commission

Chapter 50

Particular Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number

Order-In-Council Appointments

Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. **Purpose:** Information is used in the completion of travel documentation and for remuneration of

GLP PPE 805

address. **TBS Registration:** 002998 **Bank Number:**

Disposal Standards: The retention period is seven years. Access to these files will require a name and

Development; Travel and Relocation. **Retention and**

and Employee Appraisals; Staffing; Training and

Pass Cards; Official Languages; Performance Review

Leave; Discipline; Grievances; Identification and Building-

Authority and may contain the following: Attendance and

information on individuals who are employees of the

Description: These files maintain a general record of

Employee Personnel Files

Particular Banks

Chapter 49

Great Lakes Pilotage Authority Canada

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Pay and Benefits

(SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 000358 Bank Number: EAC PPE 803

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. **TBS Registration:** 000364 Bank Number: EAC PPE 804

Personnel Administration – Locally-Engaged Staff
Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad. **Class of Individuals:** Individuals who have been employed as locally-engaged staff at Canadian missions abroad. **Purpose:** The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the

missions are located. **Retention and Disposal Standards:** Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records. **TBS Registration:** 000351 Bank Number: EAC PPE 801

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** The bank concerns employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. **TBS Registration:** 002507 Bank Number: EAC PPE 806

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Parking
Pay and Benefits
Personal Harassment
Security Clearances
Staffing
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Chapter 47

Central Banks

Personnel Administration: Non-Foreign Affairs

Description: The bank contains records pertaining to

individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. *Class of individuals:*

Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. **Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures

concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DfAIT. *Retention and Disposal*

Standards: Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

Particular Banks

In 1990, the Department commenced the development of a comprehensive electronic database of personal information banks related to both non-rotational and rotational departmental personnel. The system, known as INFONNEL (Information/Personnel), is to incorporate existing data banks into one system but continue to limit access to specific data on a need-to-know basis. The integrated database is required for efficient administration particularly of the rotational service. Affected banks, as they apply to rotational personnel, are EAC PPE 802, EAC PPE 803, EAC PPE 804, EAC PPE 805, EAC PPE 806, EAC PPU 045, Standard Banks EAC PSE 901, PSE 902, PSE-903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915, the label «INFONNEL» follows the individual bank title.

Department of Foreign Affairs and International

Trade: Security and Personal Safety of Employees
Description: This bank contains detailed information

records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be

mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. *Class of individuals:* Canadian government employees who have been assigned to a Canadian mission abroad. *Purpose:* The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation

Registration: 000370 Bank Number: EAC PPE 805

criteria for this bank are to be established. **TBS**

for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal

1, Schedule 1: Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses

Class of Individuals: Departmental employees. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part

employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are

Employment Equity Program
Description: The bank contains personal information on

EAC PPE 802

Indefinitely. TBS Registration: 000352 Bank Number:

Disposal Standards: These records are retained

Canadian Government property. *Retention and*

Performance Reviews and Employee Appraisals
Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PPAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. **Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). **Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. **Consistent Uses:** Determination of annual salary and identification of training and development needs. **Retention and Disposal Standards:** Files are destroyed once employees terminate employment with the Department. **PAC Number:** 85-001 **TBS Registration:** 000635 **Bank Number:** DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to SM) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. **Class of Individuals:** Applicants competing or being given consideration for a position. **Purpose:** The purpose of this bank is to assess applicants for positions. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. **Retention and Disposal Standards:** Records are retained for three years in department. **PAC Number:** 85-001 **TBS Registration:** 001742 **Bank Number:** DFO PPE 804

Staffing - Executive Group (I)

Description: Contains general information regarding the staffing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate. General documentation related to specific positions (up to EX-1); specific documentation related to individual performance as a result of competitions. **Class of Individuals:** Employees at the EX levels; employees in the executive group; applicants competing or being given consideration for a position. **Purpose:** When staffing a position in the public service, a staffing file has to be prepared for reference and audit purposes. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. **Retention and Disposal Standards:** Records are retained for three years. **PAC Number:** 85-001 **TBS Registration:** 000627 **Bank Number:** DFO PPE 803

Training and Development

Description: Contains personal data including course applications and evaluations; social insurance number;

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Grievances Identification and Building-Pass Cards Occupational Safety and Health Official Languages Parking Pay and Benefits Security Clearances Travel and Relocation Vehicle, Ship, Boat and Aircraft Accidents

examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses (list of employees who have attended including social insurance numbers); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAF and other special development programs. These banks (files) include resumes, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAF participants; inventory of interchange participants; inventory of education/leave participants; and inventory of professional development leave participants. **Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. **Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS, and development programs; and submission of cases for review by the Human Resource Committee. **Consistent Uses:** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. **Retention and Disposal Standards:** Training forms retained until the end of year and then sent to registry. **PAC Number:** 85-001 **TBS Registration:** 000630 **Bank Number:** DFO PPE 806

Fisheries and Oceans

Chapter 46

Particular Banks

Attendance and Leave

Description: The bank contains information on all

approved leave requests and monthly attendance reports

and notes including physician certificate forms justifying

absences. **Class of Individuals:** The information relates

to departmental employees. **Purpose:** The information is

obtained for the administration of employee attendance

and leave. **Consistent Uses:** Verification of absences

against leave credits, salary payments against

attendance reports, recording of leave on annual leave

report form and to evaluate use of leave and rates of

absenteeism. **Retention and Disposal Standards:** The

records are destroyed one year after expiry of fiscal year.

PAC Number: 85-001 **TBS Registration:** 000628 **Bank**

Number: DFO PPE 805

Harbour Managers

Description: Contains information as to date of

appointment (and cancellation), remuneration for services

performed. Note: With the exception of 30 PY's in the

Pacific Region, the remainder receive remuneration

based on a percentage of the revenue collected at the

harbour. Contains information on Harbour Managers

appointed by the Minister. File on each Harbour

Manager contains information as to name, address,

phone number, education, social insurance number,

experience, and references. Harbour Managers are

appointed by the Minister in accordance with the Fishing

and Recreational Harbours Act. Active and historical

information from this bank is required for administration

purposes. Harbour Managers are also designated as

Enforcement Officers, in accordance with the Act. They

provide on-site management, collect revenue and

enforce the Act and Regulations. The information is used

for audit purposes and occasionally for Court action,

resulting from clients disobeying directions or not paying

for berthing or other services. The retention and disposal

Attendance and Leave

their contents.

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of

Standard Banks

FRQ PPE 810

are kept for a period of two years after which they are destroyed. **TBS Registration:** 003224 **Bank Number:**

Retention and Disposal Standards: Records

of information used in staffing positions in a government

and outside departments. **Purpose:** To provide a record

included. **Class of Individuals:** Employees of FORD(Q)

insurance number. Performance appraisals may also be

Conflict of Interest and Post-Employment Code	Employee Personnel Record	Employment Equity Program	Grievances	Occupational Safety and Health	Official Languages	Pay and Benefits	Performance Reviews and Employee Appraisals	Personal Harassment	Staffing	Training and Development
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of information in this bank is to be determined with departmental records management and National Archives of Canada. **Class of Individuals:** Harbour Managers. **Purpose:** Provide on – site management, collect revenue and enforce the Act and Regulations. **Consistent Uses:** The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying berthing or other services. **Retention and Disposal Standards:** is determined with departmental records management and National Archives of Canada. **PAC Number:** 85-001 **TBS Registration:** 000640 **Bank Number:**

National Priority Clearance and Liaison Service
Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the

candidates and positions for which they were

considered. This information relates to all employees of

DFO whose position has been identified as surplus.

When staffing a position in DFO, this inventory is

accessed to ensure priority persons are given due

consideration for redeployment. The bank information

may also be used for other related administrative

purposes. Statistical reports to Central Agencies (PSC &

TBS) and bargaining agents are also compiled from this

bank. The retention and disposal standards have yet to

be determined. **Class of Individuals:** It contains

information related to the candidates and positions for

which they were considered. This information relates to

all employees of DFO whose position has been identified

as surplus. **Purpose:** This inventory is accessed to

ensure priority persons are given due consideration for

redeployment. The bank information may also be used

for other related administrative purposes. **Retention and**

Disposal Standards: Have yet to be determined. **TBS**

Registration: 003625 **Bank Number:** DFO PPE 802

Federal Business Development Bank

Chapter 44

Particular Banks

Employment Equity Survey

Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and physical or mental handicaps, as well as data on educational background, previous work experience, career aspirations, and training and development. **Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees. **Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Treasury Board. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). **Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

Retention and Disposal Standards: The disposal

criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. **TBS Registration:** 001829 **Bank Number:** BDB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Travel and Relocation

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Federal Office of Regional Development (Quebec)

Chapter 45

Particular Banks

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with FORD(Q) and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are

Request for Transfer File

Description: The bank contains transfer requests from individuals from within FORD(Q) and outside departments. Records may contain personal résumés which may include age, sex, education levels and social

Bank Number: FRQ PPE 805

information is kept for three years after completion on secondment agreement. **TBS Registration:** 003223

Farm Credit Corporation Canada

Chapter 43

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001626 **Bank Number:** FCC PPE 801

Employment Equity Program

Description: This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority group. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i.e. women, aboriginal

Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. **Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. **TBS Registration:** 000154 **Bank Number:** EDC PPE 804

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Bank Number:** EDC PPE 811

people, physically or mentally disabled persons and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (i.e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. **PAC Number:** 85-001 **TBS Registration:** 002803 **Bank Number:** FCC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

related correspondence and records of sums of money paid are held by Labour Canada under Government Employees Compensation Records (LAB PCE 701).
Class of Individuals: Current and former employees.
Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Labour Canada. **Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illnesses or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Labour Canada are retained for the periods specified in the relevant bank description.
TBS Registration: 000156 **Bank Number:** EDC PPE 806

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. **Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed.
TBS Registration: 000155 **Bank Number:** EDC PPE 805

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.
Class of Individuals: Current and former employees who have applied for parking permits. **Purpose:** To support the administration of parking privileges.
Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. **Retention and Disposal Standards:** Two years after the permit expires, after which the records are destroyed. **TBS Registration:** 000159 **Bank Number:** EDC PPE 808

Security Clearances
Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). **Class of Individuals:** Current and former employees. **Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. **Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. **TBS Registration:** 000157 **Bank Number:** EDC PPE 807

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. **Class of Individuals:** Employee applicants. **Purpose:** To select candidates and staff positions. **Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. **TBS Registration:** 000153 **Bank Number:** EDC PPE 803

Standards of Conduct. Consistent Uses: To help

determine whether a conflict of interest exists and, if so,

to find a means of resolving the conflict of interest

situation. **Retention and Disposal Standards:** Two

years after potential conflict of interest no longer exists

or actual conflict of interest has been resolved, after

which the records are destroyed. **TBS Registration:**

000160 **Bank Number:** EDC PPE 810

Employee Career File

Description: This bank contains information on personal

characteristics including age, sex, social insurance

number (if provided by the employee), employee

number, home address, citizenship, education,

employment history, career resumes and references,

geographical and organizational location, appointments,

transfers, salary, promotions and demotions, periods of

employment including probationary periods,

classification, performance appraisals, discipline,

employee assistance, grievances, and may contain

notations relating to staffing, training and development,

official languages, occupational health and safety, which

may also be retained in other banks. Personal

information in this bank is also recorded in the

computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To record information relevant to an

employee's career including appointments, transfers,

promotions, demotions, classification, performance,

assistance, discipline, grievances and termination of

employment. **Consistent Uses:** To support decisions on

staffing; pay and benefits; training and development;

official languages; occupational health and safety.

Retention and Disposal Standards: Retained for

duration of employment. Following termination, file is

combined with Employee Personal File which is retained

for one year and then transferred to the control of

National Archives of Canada where it held until the

individual has reached the age of 70, or until one year

after death, provided two years have elapsed since the

last administrative action. It may also be retained

permanently if judged to be of historical value. **TBS**

Registration: 000151 **Bank Number:** EDC PPE 801

Employee Personal File

Description: This bank contains information on personal

characteristics including age, sex, social insurance

number, provincial medicare number, employee number,

marital status, disability, home address and telephone

number, and correspondence related to recruitment and

termination, pay and allowances, deductions and

benefits, superannuation, attendance and leave,

employment equity status if applicable, and physicians'

certificates associated with sick leave. Other supporting

documentation includes copies of birth certificates of

employees, spouses and their children; marriage and

death certificates; the name of persons to contact in

case of an emergency; banking information for salary

deposits; and designation of beneficiary cards. Personal

information in this bank is also recorded in the

computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To provide documentation and authorization of

recruitment, termination and superannuation, as well as

on employment equity, attendance and leave,

disbursement of salary and allowances and retention of

deductions. The social insurance number is used for

purposes of identification and to ensure consistency in

administration of pay and benefits. **Consistent Uses:** To

authenticate decisions on engagement and termination;

attendance and leave; pay, allowances and benefits;

superannuation; and to enable audit and reconciliation of

payroll accounts. The social insurance number is

used as an identifier for employment, superannuation,

pay and benefits purposes, and is provided along with

other information to Revenue Canada for income tax

purposes, to Supply and Services Canada for

superannuation purposes, to Health and Welfare Canada

for pension purposes, to the Public Service Commission

and other government institutions for facilitating

continuation of employment, to provincial governments

for income tax and medicare purposes, and to group

insurers for long-term disability claim purposes.

Information is also disclosed to a financial institution to

facilitate the issuing of salary cheques and to

Employment and Immigration Canada, notably with the

regard to terminated employees in accordance with the

Unemployment Insurance Act and Regulations.

Retention and Disposal Standards: Records are

retained for the duration of employment. Following

termination, they are retained for one year and then

transferred to the control of National Archives of Canada

where they are held until the individual reaches the age

of 70, or until one year after death provided two years

have elapsed since the last administrative action. They

may also be retained permanently if judged to be of

historical value. **TBS Registration:** 000152 **Bank**

Number: EDC PPE 802

Identification and Building-Pass Cards

Description: This bank contains photographs,

identification forms and correspondence related to the

issuance of identification and building-pass cards. **Class**

of Individuals: Current and former employees. **Purpose:**

To issue identification and building-pass cards.

Retention and Disposal Standards: Two years after

expiry of identification and building-pass cards, after

which the records are destroyed. **TBS Registration:**

000161 **Bank Number:** EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and

occupational injury or illness investigation reports and

related correspondence as well as copies of the

Supervisor's Accident Investigation Report, which is

retained in the appropriate responsibility centre. The

reports contain personal information about injured

employees, including age, sex, marital status, social

insurance number, home address, salary and

employment as required by Labour Canada. First aid

treatment records are retained in accordance with

Treasury Board policy. Records including medical

documents about individuals, claims for compensation,

Environment Canada

Chapter 41

Standard Banks

Description: The Salary Management System is a databank containing personal information for each employee employed by the Department of Justice. The databank contains data on each position within the Department. The data describes for each employee the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector. **Class of Individuals:** Departmental employees. **Purpose:** The Salary Management System is a forecasting tool to assist managers manage their salary and FTE (full time equivalent) resources for the current fiscal year. Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. **TBS Registration:** 003510 *Bank Number:* JUS PPE 803

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Information Disclosures to Investigative Bodies

Export Development Corporation

Chapter 42

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and

correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest. **Purpose:** To support the implementation of the Corporate Policy on

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Department of Finance Canada

Chapter 39

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Department of Justice Canada

Chapter 40

Particular Banks

Career Management

Description: This Bank contains information provided by

employees on their education, work experience, career

aspirations, training, secondments or appointments. It

also contains other information such as official language

test results and appraisal ratings. **Class of Individuals:**

Departmental lawyers who occupy positions at levels

LA-2B and above. **Purpose:** The information is gathered

to facilitate human resource planning and career

planning. **Consistent Uses:** The information is used by

senior departmental officials and by personnel staff

concerned with human resource planning. **Retention**

and Disposal Standards: The records will be

maintained and updated until such time as the lawyers

concerned leave the Department. The records will then

be transferred with the employee's files to the new

department of employment or to the National Archives of

Canada, as circumstances warrant. **PAC Number:**

85-001 **TBS Registration:** 003491 **Bank Number:**

JUS PPE 801

Garnishment Registry

Description: This bank contains information on

employees who are subject to a garnishment summons

under Part I of the Garnishment, Attachment and

Pension Diversion Act for a commercial or support debt,

that is issued in the National Capital Region. This bank

contains court orders, garnishment summonses and

administrative documentation identifying individual

information. **Class of Individuals:** Employees who are in

default of a commercial or family support financial

obligation. **Purpose:** To fulfill the department of Justice's

responsibility to administer the Garnishment, Attachment
and Pension Diversion Act. **Retention and Disposal**
Standards: Records are retained for a period of 21
years. **TBS Registration:** 003511 **Bank Number:**
JUS PPE 804

Personal Harassment

Description: This bank contains letters of complaint

regarding incidents of harassment; records of interviews

both with complainants and alleged harassers; records

of interviews with witnesses to incidents; summaries of

management investigations and analyses of events and

records of decisions taken about particular incidents.

Such information must be retained as a separate record

and not placed on the complainant's Employee

Personnel Record. When a disciplinary action results

from an investigation, information may be transferred to

the Discipline Bank. **Class of Individuals:** Departmental

employees. **Purpose:** The purpose of this bank is to

record information necessary for dealing with complaints

of personal harassment, sexual harassment, abuse of

authority, and poisoned work environment at the

workplace, to make decisions in specific instances on

whether or not harassment (personal, sexual, abuse of

authority and/or poisoned work environment) is

occurring, and when this is the case to determine the

appropriate action, including disciplinary action, to be

taken to end a harassment situation. **Consistent Uses:**

To support decisions on transfer and discipline of

employees. **Retention and Disposal Standards:**

Records are destroyed two years after the most recent

administrative activity in relation to an individual case.

TBS Registration: 003499 **Bank Number:**
JUS PPE 802

Defence Construction Canada

Chapter 38

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Assistance
Employee Personnel Record
Employee Equity Program
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Travel and Relocation

Number: CSC PPE 803

records are destroyed. **TBS Registration:** 002686 **Bank Number:** 85-001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

Standards: Records are retained for two years after the eligibility list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 002686 **Bank Number:** 85-001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Individuals who wish to access personal information concerning them in this bank must provide their employment location and destination, the approximate date of the trip and any other identifying data that may help to expedite the processing of their requests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002688 **Bank Number:** CSC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employee Equity Program
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Personal Harassment
Reliability Checks
Security Clearances
Training and Development
Vehicle, Ship, Boat and Aircraft Accidents

Correctional Investigator Canada

Chapter 36

Note: Information on the employees of The Correctional Investigator Canada is held by the Department of the Solicitor General.

Correctional Service of Canada

Chapter 37

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations. **Class of Individuals:** Employees of the Correctional Service of Canada. **Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations. **Consistent Uses:** Law enforcement agencies, Provincial Authorities. **Retention and Disposal Standards:** Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. **PAC Number:** 78-001 **TBS Registration:** 001085 **Bank Number:** CSC PPE 801

Career Development Programs

Description: This bank contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities, sponsored by government and non-government organizations. **Class of Individuals:** Employees of the Correctional Service of Canada. **Purpose:** To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline, termination of employment and training and development. Previous Employers (Federal/Provincial/Private), Law Enforcement Agencies. **Retention and Disposal Standards:** Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. **PAC Number:** 78-001 **TBS Registration:** 001086 **Bank Number:** CSC PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis

Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. **PAC Number:** 78-001 **TBS Registration:** 001086 **Bank Number:** CSC PPE 802

Staffing

Description: This bank contains staffing requests, position descriptions, salary ranges, selection profiles, competition posters, transfer requests, layoff lists, human resources inventory print-outs, candidates' applications, lists of candidates, rating board assessments, including evaluation notes from staffing boards, examination papers and test results, eligibility lists, notices of right of employment, notices to candidates, notices of right of appeal and appeal documents, and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. Individuals who wish to access personal information concerning them in this bank must include the position number or competition number, where applicable, of the position about which they seek information, and any other identifying data that may help to expedite the processing of their requests. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides a record of the information used in staffing positions in a government institution. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. On request, information may be provided to a participant in a selection action in accordance with the Public Service

Identification Number System. Retention and Disposal Standards: Retained for a minimum of two years following last action. **TBS Registration:** 003331 Bank Number: CIC PPE 812

Occupational Safety and Health Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. Information is shared with Health and Welfare

Retention and Disposal Standards: Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health Canada are retained for the periods specified in the relevant bank descriptions. **Related to PR#:** NHW PCE 701 **TBS Registration:** 003330 Bank Number: CIC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Copyright Board Canada Chapter 35

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Occupational Safety and Health

Performance Reviews and Employee Appraisals

Pay and Benefits

Parking

Official Languages

Training and Development

Travel and Relocation

Citizenship and Immigration

Chapter 34

Particular Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management

Resources Information Summary and a resume, if available. **Class of Individuals:** Employees in CIC.

Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Retention and Disposal Standards:** The retention period is five years for managers. **Contact:** Chief, Career Enhancement and Mobility, Personnel Services.

Registration: 002006 Bank Number: CIC PPE 802 Floor, 473 Albert Street, Ottawa, Ontario K1A 1L1. **TBS**

Employee Assistance

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to Citizenship and Immigration Canada employees.

Employees requiring counselling contact directly the consultant whose services have been retained by Citizenship and Immigration Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Citizenship and Immigration Canada in order to guarantee the confidentiality of the consultation. **Class of Individuals:** Citizenship and Immigration Canada employees.

Purpose: The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. **Consistent Uses:** To support decisions regarding employee assistance measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Citizenship and Immigration Canada in a format that ensures the confidentiality of the individuals who have requested the service. **Retention and Disposal Standards:** Records

Human Resources Planning Information Program (HRRIP)

Number: CIC PCE 801

TBS Registration: 003324 Bank

written consent. or other designated professional, with the employee's employees will be transferred to the new EAP provider, respect to Citizenship and Immigration Canada contract, records containing personal information with confidentiality is not breached. Upon termination of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that relating to counselling sessions of employees are kept by the consultant for two years following the date of the

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on CIC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time. **Purpose:** To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by CIC's new Human Resources Employee

Canadian Space Agency

Chapter 32

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Canadian Wheat Board

Chapter 33

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record
Pay and Benefits
Personal Harassment

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. **Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

accidents involving employees of CSIS. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years after the settlement of individual claims. National Archives of Canada must be consulted before disposing of this information. **TBS Registration:** 002141 **Bank Number:** SIS PPE 814

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: The bank provides a record of the information used in staffing positions in CSIS. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incident Reporting System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are retained for two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 002136

Bank Number: SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. This bank includes personal data relating to employee development programs and transfer programs such as the Career Development Program, including employee profiles. Leave Without Pay for Educational Reasons and

the Rotational Development Transfer Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. Information in this bank includes employee profiles used during the Staffing placement exercise. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incident Reporting System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Rotational Development Transfer Program, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records in this bank are retained for five years after completion of the particular training for monitoring the employees progress and ensuring adequate development, then destroyed. **TBS Registration:** 002138 **Bank Number:** SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002146 **Bank Number:** SIS PPE 819

under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to accidents or occupational injuries and illnesses are retained for 10 years and then destroyed, provided Labour Canada or Health and Welfare Canada have a copy of the record. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. **TBS Registration:** 002140 **Bank Number:** SIS PPE 813

Official Languages

Description: This bank contains information on employee's first official language (FOL), the second language evaluation (SLE), language training plans and records, language requirements of positions, and bilingualism bonus. In addition, this bank provides information on the examination, recommendations and any corrective measures taken by the Service as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the complaint process to search and retrieve the records of interest. This bank also contains records of course enrolment, attendance, applications and qualifications. **Class of Individuals:** CSIS employees and some job applicants. **Purpose:** The purpose of this bank is to provide information needed for planning, carrying out, monitoring, assessing and preparing reports on activities governed by the Official Languages Act. **Consistent Uses:** To support decisions made in order to meet the Service's obligations set out in the Official Languages Act; and to support and document decisions concerning individual employees as regards to staffing, transfers, promotions and entitlement to the bilingualism bonus. Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank is held by the Treasury Board Secretariat (Official Languages Branch). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Five years after last documentation the records are destroyed. Information concerning courses enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. **TBS Registration:** 002139 **Bank Number:** SIS PPE 812

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earning and superannuation records are attached to the Employee Personnel Record). **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Information is also provided to Supply and Services Canada to facilitate payment of salaries to various provincial health insurance plans to group insurers where applicable to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. **Retention and Disposal Standards:** Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on the file. **TBS Registration:** 002130 **Bank Number:** SIS PPE 823

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports, assessments regarding succession planning and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments, interests, and any notices of disciplinary actions imposed by the Service. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees and their potential for advancement within CSIS, including the identification of training and development needs, career objectives, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, training, demotion, employee assistance, health evaluations, discipline and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are retained for a period of five years and then destroyed. **TBS Registration:** 002145 **Bank Number:** SIS PPE 818

taken to end a harassment and/or discrimination situation. **Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint. **Retention and Disposal Standards:** Records are destroyed two years after the most recent administrative activity in relation to an individual case. **TBS Registration:** 003298 *Bank Number:* SIS PPE 825

Health Services

Description: This bank contains occupational health evaluations and medical records, reports, forms and related correspondence dealing with injuries and medical conditions, including information on the medical condition of the employee's immediate families or immediate relatives, that may affect an employee's service. **Class of Individuals:** CSIS employees and their immediate families or relatives. **Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their physical and mental health; to make recommendations regarding staffing or posting where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. **Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or to physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for research, audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained at least until the individual reaches the age of 70, or two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **TBS Registration:** 003300 *Bank Number:* SIS PPE 827

Honours/Incentive Awards

Description: This bank includes information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or suggestions for improvement of public service of CSIS operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award or the Sir William Stephenson Award. **Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied

for the Sir William Stephenson Award. **Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson Award. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Services and Supplies issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for six years and then reviewed for transfer to National Archives. Other awards records are treated similarly after three years. However, rejected suggestions and nominations are destroyed two years after the last administrative action. **PAC Number:** 86-001 **TBS Registration:** 002152 *Bank Number:* SIS PPE 822

Occupational Safety and Health

Description: This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including medical documents about individuals, claims for compensation; related correspondence and records of monies paid are held by Labour Canada (Government Employees Compensation Records bank number LAB PCE 701). Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work

insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. **Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures. **Consistent Uses:** To support decisions on transfers, promotions, discipline, statutory increases, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants is maintained for a minimum of two years, then destroyed. **TBS Registration:** 002142 Bank Number: SIS PPE 815

Employment Equity and Multiculturalism Programs
Description: The bank contains personal information on employees and their interest in future participation in employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. **Class of Individuals:** Employees of the Service. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data are collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the

employment equity program are in compliance with the provisions of the Privacy Act. **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the Service. It may also be used for policy and planning purposes related to employment equity. Information in this bank may also be used for audit purposes. **Retention and Disposal Standards:** Individual employment equity records are generally retained for two years, then destroyed. **TBS Registration:** 002133 Bank Number: SIS PPE 824

Grievances and Adjudications
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to grievances or appeals are retained for two years after which the records are destroyed. Records of issues referred to the Public Service Staff Relations Board for adjudication are held for an additional five years following the date of resolution or date of decision by the Board. **TBS Registration:** 002143 Bank Number: SIS PPE 816

Harassment and Discrimination in the Workplace
Description: This bank contains letters of complaint regarding incidents of harassment; and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summaries of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817) **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be

training and development, occupational health and safety, official languages, level of security, and where information in one area may affect a decision in another area. Information in this bank may also contain medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals based on medical competency. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within CSIS are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of CSIS and contains information concerning personnel characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organizational location; appointments; transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave (including the record of leave and attendance and physician certificates associated with sick leave); training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other standard banks. Attendance and leave cards are decentralized and requesters are required to specifically request access to a copy of the current documents. **Class of Individuals:** Employees of CSIS. **Purpose:** To provide documentation and authorization of appointments, transfers, development opportunities, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, succession planning, attendance and leave; health evaluations, pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Health and Welfare Canada for pension purposes. Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or

agencies. This information may also be used in the drafting of letters of appreciation and letters of condolence when applicable. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 002153 **Bank Number:** SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and some medical interpretations concerning an employee's work capability or limitations. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees, retired employees, their spouses and immediate family members. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed two years after the date of the most recent reference to employee assistance. **PAC Number:** 86-001 **TBS Registration:** 002147 **Bank Number:** SIS PPE 820

Employee Security (Formerly Security Clearances)

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social

Canadian Security Intelligence Service

Chapter 31

Particular Banks

Classification Redress

Description: This banks contains CSIS position

classification redress requests, acknowledgement letters,

decision notification memoranda and any other recorded

personal information pertaining to the resolution of the

request. Individuals must identify the position number

and the approximate date of the redress request to

locate and retrieve the information of interest. **Class of**

Individuals: CSIS employees. **Purpose:** The purpose of

this bank is to facilitate access to personal information

obtained or prepared in the course of resolving a redress

request. **Consistent Uses:** Information in this bank may

be used in the resolution of any subsequent grievance or

appeal relative to the CSIS position classification.

Information in this bank may also be used for research,

planning, audit and statistical purposes. **Retention and**

Disposal Standards: Records are destroyed five years

after the most recent administrative activity in relation to

an individual case. **TBS Registration:** 003631 **Bank**

Number: SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary

action and correspondence about employee misconduct

in respect to terms and conditions of employment;

testimony by witnesses; legal opinions; investigations of

possible breaches of conduct and analysis reports of

these investigations. It is important to note that notices

of disciplinary action may be attached to the Employee

Personnel Record. **Class of Individuals:** Employees of

CSIS, other than persons attached or seconded to the

Service. **Purpose:** The purpose of this bank is to

maintain information used in disciplinary actions in CSIS

and to determine the need for and nature of disciplinary

actions. **Consistent Uses:** To support decisions on pay

and benefits; attendance and leave; internal security;

transfer, demotion and termination of employment. This

information may also be used for research, audit,

planning, evaluation and statistical purposes. **Retention**

and Disposal Standards: Two years following the date

of the disciplinary action, provided no further disciplinary

action has been recorded in the meantime. In cases

where a disciplinary action has been rescinded, or a

breach of conduct allegation is determined to be

unfounded, the documentation of the action concerned
may be immediately destroyed following a written
request from the employee concerned. **TBS**
Registration: 002144 **Bank Number:** SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents
indicating that an employee has read and understood
CSIS Conflict of Interest (COI) policy and agrees to

respect such policy as a condition of employment and

indicating whether or not an employee has assets or

interests incompatible, or potentially incompatible, with

the performance of their duties; (2) confidential reports of

assets or interests incompatible, or potentially

incompatible, with the performance of their duties; (3)

investigation reports and correspondence about real,

potential or apparent conflicts of interest emanating from

an employee's personal affairs and the performance of

their duties. **Class of Individuals:** Employee of CSIS.

Purpose: The purpose of this bank is to maintain

information (1) as to whether an employee has read and

understood CSIS COI policy and agreed to observe it as

a condition of employment; (2) about real, potential or

apparent conflict of interest situations for CSIS

employees; (3) to record real, potential or apparent

conflicts of interest; (4) to record any post-employment

compliance action required of the employee. **Consistent**

Uses: To resolve situations of real, potential or apparent

conflict of interest and to support decisions on transfers

and discipline if conflicts of interest exist and are not

resolved. To enable designated officials to determine

whether a former employee, to whom post-employment

compliance measures apply, is in compliance.

Information in this bank may also be used for audit

purposes. **Retention and Disposal Standards:**

Retained by CSIS for the duration of employment plus

two years after which the records are destroyed. **TBS**

Registration: 003299 **Bank Number:** SIS PPE 826

CSIS Employee Personnel Records

Description: This bank provides a summary record of

an individual's employment with CSIS. It is maintained

for the purpose of facilitating personnel administration.

Information about an individual may be used in decisions

relating to the areas of: staffing, attendance and leave,

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Vehicle, Ship, Boat and Aircraft Accidents

Travel and Relocation

Training and Development

Staffing

Security Clearances

Personal Harassment

Canadian Polar Commission

Chapter 28

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Security Clearance
- Staffing
- Training and Development
- Travel and Relocation

Canadian Radio-television and Telecommunications Commission

Chapter 29

Particular Banks

Deployments

Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. **Class of Individuals:** Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None. **Retention and Disposal Standards:** Records will be retained for five years. **Bank Number:** CRT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personal Harassment
- Reliability Checks
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation
- Vehicle, Ship, Boat and Aircraft Accidents

Canadian Saltfish Corporation

Chapter 30

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

Class of Individuals: This bank relates to individuals employed by the CMCC. **Purpose:** To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the files are destroyed. **PAC Number:** 86-001 **TBS Registration:** 000380 **Bank Number:** CMC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Museum of Nature

Chapter 27

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian International Trade Tribunal

Chapter 25

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Tribunal employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002489 **Bank Number:** CTT PPE 801

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Standard Banks

- Attendance and Leave
- Discipline
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personal Harassment
- Reliability Check
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Tribunal employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002489 **Bank Number:** CTT PPE 801

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Standard Banks

- Attendance and Leave
- Discipline
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personal Harassment
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation

termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. **Related to PR#:** CH ARO 095 **TBS Registration:** 002165 **Bank Number:** CH PPE 803

Workplace Adjustment

Description: This bank contains personal information on individuals who are subject to workforce adjustment. The bank consists of questionnaires, reports on interviews, individuals or specific situations assessment reports, pertinent correspondence, résumés, etc. **Class of**

Individuals: Indeterminate employees of the Department. **Purpose:** The purpose of this bank is to record information which should help assess individuals in order to facilitate their redeployment as priority employees of this department. **Consistent Uses:** This information will be used to feed the manual or automated system which is required for the management of the departmental priorities. Part of this information is also provided to Central Agencies.

Retention and Disposal Standards: To be determined. **TBS Registration:** 003383 **Bank Number:** CH PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Canadian Human Rights Commission
Chapter 23

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code

Discipline
Employee Personnel Record
Employment Equity Program
Grievances

Identification and Building-Pass Cards
Incentive Awards

Canadian International Development Agency
Chapter 24

Particular Banks

Spousal Employment Assistance Program

Description: This inventory focuses on the spouses of CIDA employees who might be posted overseas in

developing countries. The information consists of academic qualifications and experience as well as career intentions. **Class of Individuals:** Spouses of CIDA employees coming from various backgrounds. **Purpose:** It is used to identify suitable candidates in various fields

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code
Employment Equity Program

Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Training and Development
Travel and Relocation

Canadian Heritage
Chapter 22

Particular Banks

Accounts Payable/Employee Accounts

Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system.

Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract.

Purpose: The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Supply and Services Canada to facilitate cheque issue. **Retention and Disposal Standards:** The records are retained for six fiscal years following the fiscal year during which the claim was settled. **PAC Number:** 86-001 **Related to PR#:** CH ARO 095 **TBS Registration:** 002162 **Bank Number:** CH PPE 804

Career Management

Description: This bank contains personal information on employees, specifically career profiles, curriculum vitae, appraisal as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has

been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class of Individuals:** Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **PAC Number:** 86-001 **TBS Registration:** 002074 **Bank Number:** CH PPE 801

Security Services Investigation Files

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form.

Class of Individuals: Employees of the Department and contractors dealing with the Department. **Purpose:** The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. **Consistent Uses:** This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The information in this bank is

retained for two years following an employee's

is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Bank Number:** CFD PPE 803

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the Corporation. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; lay-off lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation. **Bank Number:** CFD PPE 802

Number: CFD PPE 804

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Bank Number:** CFD PPE 801

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Bank Number:** CFD PPE 801

TBS Registration: 000308 Bank Number:

85-001 PAC Number: has been recorded in the meantime. **PAC Number:** 85-001 TBS Registration: 000308 Bank Number: 85-001

Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **PAC Number:** 85-001 TBS Registration: 000308 Bank Number: 85-001

Canadian Cultural Property Export Review Board

Chapter 19

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

- Performance Reviews and Employee Appraisals
- Personal Harassment
- Security Clearance
- Staffing
- Training and Development
- Travel and Relocation
- Pay and Benefits

Canadian Dairy Commission

Chapter 20

Particular Banks

Employee Personnel Records

This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration

Canadian Film Development Corporation

Chapter 21

Particular Banks

Attendance and Leave

This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the

social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information

Number: CDC PPE 801

Support, Administrative and Foreign Service, Scientific and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the Human Resources Office. Records of former employees are transferred to the National Archives of Canada two years following termination of employment. *Bank*

Canadian Centre for Occupational Health and Safety

Chapter 17

Standard Banks

CCMD staff, and to provide a standard set of key words for the expertise and knowledge areas. **Consistent Uses:** This information bank can be used to assist in the formation of learning networks and project teams and to contribute to the goal of advancing CCMD as a learning organization. **Retention and Disposal Standards:** The database is updated annually and individual records are destroyed when the employee concerned leaves the Centre. **TBS Registration:** 003323 **Bank Number:** CCMD PPE 801

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest

situations, investigation reports and correspondence

about potential and actual employee conflicts between

the private interests or holdings of employees and their

official duties. **Class of Individuals:** Departmental

employees. **Purpose:** The purpose of this bank is to

maintain information about potential and actual conflict

of interest situations for employees of a government

institution, to record potential conflicts of interest and to

resolve actual conflicts of interest. **Consistent Uses:** To

support decisions on transfers, discipline and termination

of employment. **Retention and Disposal Standards:**

Two years after potential conflict of interest no longer

exists or actual conflict of interest has been resolved,

after which the records are destroyed. **PAC Number:**

85-001 **TBS Registration:** 000992 **Bank Number:**

OHS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Chapter 18

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Employee Assistance

Discipline

Conflict of Interest and Post-Employment Code

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Employment Equity Program

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Centre for Management Development

Chapter 16

Central Banks

Departmental Contact Identification System

Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities.

Class of Individuals: This information bank exists to coordinate contacts and departmental training coordinators.

Purpose: This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes.

Consistent Uses: This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators.

Retention and Disposal Standards: The files are retained as long as the information is still valid.

Bank Number: CMD PCE 703

Individual Data Base

Description: This information bank contains basic information on course and other training activities of the Centre, on actual and potential clients, on internal and external resources employed by the Centre and all persons with which CCMD has contact.

Class of Individuals: Individuals, principally members of the executive category of the Canadian federal public service who have contact with the Canadian Centre for Management Development.

Purpose: The purpose of this information bank is to establish and maintain files on actual and potential clients in order to facilitate the registration of these individuals to CCMD activities, to have information available to determine our client profile to help in the development and delivery of products offered by the Centre. This information bank also permits the establishment and maintenance of distribution lists such as the list of departmental training coordinators to support health and safety program, and may be used to support decisions relating to worker's compensation and injury-on-duty leave.

Retention and Disposal Standards: First aid treatment records are retained for five years and are then destroyed. Accident and occupational injury or illness investigation reports and related correspondence, as well as the Supervisor's Accident Investigation Report, are retained for ten years and are then destroyed.

TBS Registration: 002417 Bank Number: ASW PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Employee Personnel Record
- Grievances
- Official Languages
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Reliability checks
- Security Clearances
- Staffing
- Training and Development
- Travel and Relocation

Particular Banks

EXPERTS Data Base

Description: This database is designed to give easy access to information on the expertise of the people at CCMD. **Class of Individuals:** All CCMD personnel. **Purpose:** The Experts Database can be used to identify areas of expertise and associate them with the names of

Bank Number: CMD PCE 702

Retention and Disposal Standards: The files are kept for a two-year period following the end of the training activity, and are then forwarded to the Management Resource Centre which is responsible for the retention and disposal of records. **TBS Registration:** 003328 and **Bank Number:** CMD PCD 701

Description: This information bank may contain basic information on participants and administrative data on training activities at the Canadian Centre for Management Development. **Class of Individuals:** Individuals, mainly members of the executive category of the federal public service who have taken or are registered on a training activity sponsored by the Canadian Centre for Management Development.

Purpose: This information bank exists to establish and maintain files on CCMD activities and participants to these training and development activities. **Consistent Uses:** The information bank provides data necessary for the delivery of training activities offered by the Centre.

Consistent Uses: This information bank serves to identify potential clients and resources for activities offered by the Centre. **Retention and Disposal Standards:** The files are retained as long as the information is still valid. **TBS Registration:** 003329 Bank Number: CMD PCD 701

Canadian Advisory Council on the Status of Women

Chapter 15

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000252 **Bank Number:** ASW PPE 801

Membership of Council

Description: This bank contains the curricula vitae and in some cases, photographs of Governor-in-Council appointments to the Canadian Advisory Council on the Status of Women. Members are appointed by the federal Cabinet for a period of three years and collectively, they represent the regional, cultural,

Occupational Health and Safety

occupational and ethnic diversity of Canada as well as both official languages. **Class of Individuals:** Members of the public. **Purpose:** This bank is used to maintain a record of present membership for administrative purposes. **Retention and Disposal Standards:** Files are destroyed two years after mandate has expired or member has resigned. Orders-in-Council are maintained for historical purposes. **TBS Registration:** 003124 **Bank Number:** ASW PPE 805

accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitration, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers compensation boards, Labour Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving CPC employees. **Retention and Disposal Standards:** Paper records are retained for the duration of employment with Canada Post. One year after termination, they are transferred to National Archives of Canada and destroyed when the employee reaches the age of seventy, or two years after death (provided two years have elapsed since last administrative use). Data in AIRS is retained for five years after last administrative use and then destroyed. **TBS Registration:** 003159 **Bank Number:** CPC PPE 845

CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individual seeking access to this bank should specify employment location as well as date, location and details of injury or illness. **Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or worker's compensation board claims. **Purpose:** To support Worker's Compensation Board programs. **Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial worker's compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence, as well as copies of the Supervisor's Accident Investigation Report, which are retained in the appropriate responsibility centre. First Aid Treatment records are also retained by the Council in accordance with Treasury Board policy. **Class of Individuals:** Employees of the Council. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions. Programs concern accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. **Consistent Uses:** Information is used primarily to record safety and health details as well as the causes of accident and injuries for the purpose of accident prevention and health protection. The information also enables the effective administration of each institution's

Employee Personal File, CPC PPE 802; in Payroll and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. **PAC Number:** 88-007 **TBS Registration:** 001345 **Bank Number:** CPC PPE 801

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System (CPC PPE 804). (Note that vehicle driving training records are stored in Automotive Services, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number, where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. **Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. **Purpose:** The purpose of this bank is to support the training of employees. **Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained

in Human Resource Information System (CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. **Retention and Disposal Standards: Most** records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. **PAC Number:** 88-007 **TBS Registration:** 001349 **Bank Number:** CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Worker's Compensation Board Claims, CPC PPE 845). **Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. **Purpose:** To support the reintegration of permanently partially disabled employees. **Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical/nursing consultants, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Worker's Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. **Retention and Disposal Standards:** A retention/disposal schedule is under development. **TBS Registration:** 003292 **Bank Number:** CPC PPE 851

Worker's Compensation Board Claims

Description: This bank contains such information as: accident and work injury or illness investigation reports; worker's compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain non-medical information may also exist on file, for example, diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers compensation boards are stored in Automotive Services, CPC PPE 825, and Risk Management Claims,

Scholarship Program
Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Children of regular full and part-time employees who have submitted applications. **Purpose:** To support the administration of a scholarship program for the children of CPC employees. **Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. **Retention and Disposal Standards:** A retention/disposal schedule for Scholarship Program data is under development. **TBS Registration:** 003157 **Bank Number:** CPC PPE 835

Security Clearances
Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System (CPC PPE 804). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of employees and contractors being considered for, or in, security-risk positions. **Consistent Uses:** The records in it are used to determine the level of security clearance, and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC PPE 802). Details of RCMP and CSIS investigations that may have taken

place are stored in those agencies' security clearance banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **TBS Registration:** 001362 **Bank Number:** CPC PPE 821

Special Services
Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). **Class of Individuals:** A small percentage of excluded Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. **Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees. **Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC PPE 802). **Retention and Disposal Standards:** Records are retained for two years after last administrative use (e.g., resolution of the issue) and then destroyed. **PAC Number:** 88-007 **TBS Registration:** 001355 **Bank Number:** CPC PPE 812

Staffing and Employment
Description: This bank contains such records as solicited and unsolicited job applications, acknowledgements of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists, human resources inventory printouts, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. **Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the

complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken.

Consistent Uses: The records in it are used to process access, correction and notation requests; to respond to Privacy Commission complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

Retention and Disposal Standards: Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **TBS Registration:** 001366 **Bank Number:** CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exist in automated form as a data element of the Human Resource Information System (CPC PPE 804). Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **PAC Number:** 88-007 **TBS Registration:** 001363 **Bank Number:** CPC PPE 822

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where pre-1993/94 files are concerned. Individuals seeking access to this bank should specify the locations involved and the approximate dates. **Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. The purpose of this bank is to support the relocation of employees. **Consistent Uses:** The records

are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. **Retention and Disposal Standards:** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred and then destroyed. **TBS Registration:** 001358 **Bank Number:** CPC PPE 816

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form, in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC PPE 825); that workers' compensation board claims are stored in Worker's Compensation Board Claims (CPC PPE 845); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC PPU 030). Individuals seeking access to this bank should specify details such as incident location and date. **Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. (See also Financial Accountability Cases, CPC PPE 818, CPC PPU 065). **Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims. **Consistent Uses:** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent occurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. **Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **PAC Number:** 88-007 **TBS Registration:** 001360 **Bank Number:** CPC PPE 819

Standards: Attendance Records are retained for three fiscal years. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. One year after termination, these records are transferred to National Archives of Canada and destroyed when the employee reaches age seventy or two years after death (provided two years have elapsed since last administrative use). Data in the Head Office Leave and Attendance System is retained for three years. Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002010 **Bank Number:** CPC PPE 815

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involved such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. **Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. **Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001365 **Bank Number:** CPC PPE 824

Postmark Awards
Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. This bank also contains the social insurance numbers of award winners, as, by law, taxable benefits must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Employees and ex-employees who have been nominated in any of the award categories, including commitment to service, community and customer service, humanitarian achievements and leadership. (Note that: safe driving awards are contained in Fleet Management/CPC PPE 825; long service awards are contained in Heritage Club/CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program/CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File/CPC PPE 802). **Purpose:** To recognize and honour the exceptional achievements of CPC employees. **Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Silver Postmark winners are automatically eligible for Golden Postmarks. Awards are presented at annual ceremonies. Award winners may be identified in internal communications and posters (with their consent). The fact of winning an award may also be attached to the employee's personal file or to his or her Human Resource Information System file (No. PPE 804). **Retention and Disposal Standards:** A retention/disposal schedule for Postmark Awards data is under development. **TBS Registration:** 003160 **Bank Number:** CPC PPE 850

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a Social Insurance Number field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. **Class of Individuals:** Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction/notification requests, or internal requests for advice under the Privacy Act to the Corporate Privacy Co-ordinator or complaints to the Privacy Commission; or who are the subject of exceptional third party requests. **Purpose:** The purpose of this bank is to support the processing of requests and

for which the data is sought. **Retention and Disposal Standards:** Records will be retained for a minimum two-year period. **TBS Registration:** 003547 **Bank Number:** CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birthdate, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Data on new employees is obtained from CPC's Human Resources Information System (CPC PPE 804); and shared with Disbursements (see Accounts Payable, CPC PPE 820) and Payroll Operations (See Payroll, Benefits & Attendance CPC PPE 815). **Class of Individuals:** Approximately 300 Northern Services employees and their dependants.

Purpose: To support the compensation of Northern Services employees. **Consistent Uses:** To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to maintain duty rosters; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. **Retention and Disposal Standards:** Records will be retained for a minimum two-year period following termination. **TBS Registration:** 003548 **Bank Number:** CPC PPE 832

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees and contractors who have applied for or received CPC parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities. **Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. **Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. **TBS Registration:** 001359 **Bank Number:** CPC PPE 817

Payroll, Benefits, and Attendance

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, unemployment insurance exemptions), registration forms (for example, staffing

forms, group surgical-medical and insurance plan applications), TD1, T4 and other tax deduction information, union dues, health insurance and Canada Pension Plan deductions, savings plan and deposit instructions, rebates, records of fines, suspensions, time cards, absence reports, physicians' certificates and other attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Other supporting documentation includes copies of birth certificates, physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in Comcheq computer systems and in the following Canada Post systems: Head Office Leave and Attendance; the Canadian Postmasters and Assistants Association System (for semi-staff and revenue post offices); the National Overpayment System; Pay System; Admail Pay System; and Canadian Union of Postal Workers Casual Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Revenue Canada and Human Resources Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether attendance or pay information is required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees, as well as Admail workers. **Purpose:** The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees. **Consistent Uses:** The records are used to provide information necessary for all salary administration and payroll functions for Canada Post Corporation – for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Government Services Canada (to pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies and group medical insurers. Information is also disclosed to Human Resources Canada, notably with regard to terminated employees, in accordance with the Unemployment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC PPE 813). **Retention and Disposal**

and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. ***TBS Registration:*** 001342 ***Bank Number:*** CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. *Class of*

Individuals: Individuals involved in legal matters.
Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. **Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. **Retention and Disposal Standards:** Records are retained for ten years

after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (giving authority), opinions and advice are retained permanently. **TBS Registration:** 002078 **Bank Number:** CPC PPE 827

National Time & Attendance System

Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the Payroll & Attendance information bank (CPC-PPE-815).

Class of Individuals: All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. **Purpose:** The purpose of this information bank is to capture time and leave information

at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. ***Consistent Uses:*** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period

the automated portion of the old HRIS is duration of employment plus two years. An historical master file is retained for 40 years, for statistical purposes. The schedule for hardcopy human resource files is ten years for performance appraisals, subject to the provisions of collective agreements; duration of employment for other records, unless superseded (e.g., career resumes; and transferred to National Archives one year after the year of termination, for retention until age 70 or two years after death, at which point they are destroyed. **PAC**

Number: 88-007 TBS Registration: 001348 Bank
Number: CPC PPE 804

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. *Class of*

Individuals: Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canada Human Rights Act. **Consistent Uses:** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802), and to recommend and support management decisions on the transfer and discipline of

Investigative Body Requests – Employees

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Individuals who are the subject of, or party to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records in it are used to monitor the information requested by

information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRLIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRLIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. **Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. **Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements. **Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRLIS provides management with ready access to arbitration summaries (which are largely a matter of public record). **Retention and Disposal Standards:** Records are retained for three years after resolution unless the case goes to arbitration, in which case the records are retained for ten years. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRLIS) for fifteen years. **PAC Number:** 88-007 **TBS Registration:** 001356 **Bank Number:** CPC PPE 813

Heritage Club

Description: The Heritage Club Database System contains records such as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, social insurance numbers. **Class of Individuals:** Former employees with a minimum 10 years service and long-service employees (25 years or more) are eligible for membership. **Purpose:** The Heritage Club is a Canada Post Corporation recognition program that also provides a means of friendly association and community service among former and long-service employees. **Consistent Uses:** Heritage Club records are grouped into 31 chapters across Canada and are used to: provide

commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition. Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations, for inclusion on Revenue Canada – Taxation T-4 slips. **Retention and Disposal Standards:** A schedule for Heritage Club data is under development. **TBS Registration:** 002989 **Bank Number:** CPC PPE 830

Human Resource Information System (HRIS)

Description: This computerized bank supercedes the previous system of the same title (old HRIS), as well as Personnel Database (CPC PPE 803). It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birthdate, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, billing capability, security clearance level, performance appraisal results, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number **Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. **Purpose:** To support the compensation and benefits of all CPC employees. **Consistent Uses:** The records are used: in support of such personnel functions as compensation and benefits, payroll and attendance, human resource planning and development, performance evaluations, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to benefit carriers (e.g., insurance companies) to validate and administer employee claims; to other agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. **Retention and Disposal Standards:** The

HRIS and Personnel Database. The current schedule for retention/disposal schedule for the new HRIS is under development. The new schedule will encompass the old

seventy; or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

PAC Number: 88-007 **TBS Registration:** 001346 **Bank Number:** CPC PPE 802

Employment Equity

Description: This bank contains hardcopy and

computerized Employment Equity data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name. **Class of Individuals:** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups; women, visible minorities, persons with disabilities and aboriginal peoples. **Purpose:** The purpose of this bank is to develop a database to support the Corporation's employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. **Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Employment and Immigration Canada. **Retention and Disposal Standards:** Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. **PAC Number:** 88-007 **TBS Registration:** 001353 **Bank Number:** CPC PPE 810

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee Personal File, CPC PPE 802 and/or Payroll and Attendance, CPC PPE 815 and Legal Affairs, CPC PPE 827). **Class of Individuals:** Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses

within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001763 **Bank Number:** CPC PPE 818

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlements involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. **Class of Individuals:** Drivers of Canada Post vehicles. **Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles. **Consistent Uses:** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof, to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC PPE 802). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). **Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlements records are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002011 **Bank Number:** CPC PPE 825

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain

are retained for a period of 100 years after termination from CPC. **TBS Registration:** 003158 **Bank Number:** CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job descriptions, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employment classification, suggestion number and subject. The Social Insurance Number will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the suggestion number, date and location. **Class of Individuals:** Canada Post employees who have submitted applications or been nominated for suggestion awards. (Note that safe driving awards are stored in Automotive Services, CPC PPE 825, and that payment records regarding awards also are stored in Accounts Payable, CPC PPE 820).

Purpose: The purpose of this bank is to support the Employee Involvement Program. **Consistent Uses:** The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC PPE 802, and/or to the Human Resource Information System, CPC PPE 804). Lists of suggestions are distributed to managers for possible application in their respective areas of responsibility. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications. **Retention and Disposal Standards:** Records are retained for seven years after the fiscal year of last administrative use and then destroyed. **TBS Registration:** 001351 **Bank Number:** CPC PPE 807

Employee Personal File

Description: This bank contains letters of offer, staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for management and exempt employees, previous employment history, performance and acting pay, official language status, disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment (CPC PPE 801); Human Resource Information System (CPC PPE 804); Payroll and Attendance (CPC PPE 815); and, where applicable, Training (CPC PPE 805); Relocation (CPC PPE 816); Employee Involvement (CPC PPE 807); Automotive

Services (CPC PPE 825); Security Clearances (CPC PPE 821); Reliability Checks (CPC PPE 822); Employee Health Record (CPC PPE 840); and, Worker's Compensation Board Claims (CPC PPE 845). Depending on the size and functions of the Canada Post office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances & Arbitrations, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC PPE 821, 840, 813, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access. **Class of Individuals:** All existing and recently terminated Canada Post employees. **Purpose:** The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each. **Consistent Uses:** The records are used to ensure appropriate salaries, deductions and contributions (see also Payroll and Attendance [CPC PPE 815]) and to provide authorized benefits and counselling related thereto; to support and authenticate decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, automotive services, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status. **Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed). One year after termination of employment, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of

Retention and Disposal Standards: Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. **PAC Number:** 88-007 **TBS Registration:** 002077 **Bank Number:** CPC PPE 826

Employee Assistance
Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal intervention, without records. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the Employee Assistance bank (see CPC PPE 840, 804, and 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank, with the exception of payment records (see Accounts Payable, CPC PPE 820). Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the Privacy Act should specify position title, employment location and dates, as well as the referral agent used. **Class of Individuals:** A case is initiated when an employee requests assistance from an employee assistance referral agent or coordinator. **Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care. **Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not disclose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. **Retention and Disposal Standards:** Individual case files are not retained. Records of referral are retained for two years following the date of the most recent referral to Employee Assistance and then destroyed. **TBS Registration:** 001354 **Bank Number:** CPC PPE 811

Employee Career File
Description: This bank contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information

such as employee number, job title, location, position number and official language status. **Class of Individuals:** All current or recently terminated Canada Post Corporation employees. **Purpose:** To support the development of an employee's career. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit). **Retention and Disposal Standards:** Records will be retained for a minimum two-year period following termination. **TBS Registration:** 003546 **Bank Number:** CPC PPE 808

Employee Health Record
Description: This information bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment and certification documents; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non-work-related medical conditions. **Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. **Purpose:** To support Occupational Health and Rehabilitation programs. **Consistent Uses:** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll & Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. **Retention and Disposal Standards:** Records

are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll & Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. **Retention and Disposal Standards:** Records

Canada Post Corporation

Chapter 14

Particular Banks

Access Control Systems

Description: This bank contains identification card

applications, temporary pass applications, photographs,

visitor registers and occasional incident reports as well

as related correspondence. Limited information exists in

automated form. The Card Access/Alarm System may

also produce reports for incident investigation purposes

and statistical analysis. Individuals seeking access to this

bank should specify employment location and dates.

Class of Individuals: Canada Post employees and

contractors who have authorized access to Corporation

facilities. **Purpose:** The purpose of this bank is to control

access to certain facilities, to provide for the security of

Canada Post employees and property and anything in

the course of post. **Consistent Uses:** The records in it

are used to issue and cancel identification cards or

building passes, and to maintain building security.

Retention and Disposal Standards: The records are

retained for two years after expiry of the cards and are

then destroyed. Visitor logs are retained one year. **TBS**

Registration: 001364 **Bank Number:** CPC PPE 823

Accounts Payable

Description: This bank contains such records as claims,

authorizations, expense reports, receipts, cheque

requisitions, advances, correspondence and other

supporting documents relating to expenses being

reimbursed, fees being paid, claims being settled and

other payments. Records of transactions also exist in

automated form in the Accounts Payable System. (Note

that payment and related records pertaining to

permanent transfers and relocations are stored in

Relocation, CPC PPE 816.) This bank also contains the

Social Insurance Number, which will continue to be used

as an employee identifier until such time as it can be

replaced by a CPC employee numbering system.

Individuals seeking access to this bank should specify

whether they are an employee, contractor or claimant

and provide details of the payment such as location,

type and dates. **Class of Individuals:** Canada Post

employees claiming travel and hospitality expenses,

education course fees, isolation allowances and

membership fees, or receiving incentive awards,

rewards, ex gratia and other sundry payments; to

suppliers of goods and services provided to the

Corporation, including stamp designers and members of

the Board of Directors; and to members of the general

public, indemnified for claims made against the

Corporation. (See Canada Post's contract and claims

information banks for details). **Purpose:** The

information deals with payment of suppliers accounts

and expenditures. **Consistent Uses:** The records in it

are used to help correct situations that have led to

financial losses within Canada Post, both in terms of

recovering funds and preventing future losses. **Retention**

and Disposal Standards: Records are retained for six

fiscal years after last administrative action, such as the

recovery or write-off of the debt or loss. Disposal of

related records in the above-noted information banks is

governed by the retention schedule for those banks.

PAC Number: 88-007 **TBS Registration:** 001361 **Bank**

Number: CPC PPE 820

Conflict of Interest

Description: This bank contains records on conflict of

interest and, on occasion, confidential financial and

outside activity reports, reports on investigations into

potential or actual conflict incidents and related

correspondence. Individuals seeking access to this bank

should specify name, position, title and employment

location and dates. **Class of Individuals:** Existing and

recently terminated Canada Post employees who are

involved in potential or actual conflicts of interest.

Purpose: The purpose of this bank is to support the

implementation of the conflict of interest policy.

Consistent Uses: The records are used to help

determine whether a conflict of interest exists and, if so,

to support decisions on transfer, discipline or termination

of employment. **Retention and Disposal Standards:**

Records are retained for the duration of employment

with Canada Post plus two years, after which they are

destroyed. **PAC Number:** 86-001 **TBS Registration:**

002156 **Bank Number:** CPC PPE 814

Corporate Correspondence

Description: This bank contains letters addressed or

referred to the Minister, Chairman, President, other

executives of Canada Post Corporation, and divisional

Customer Service offices, background material compiled

in the preparation of responses, and the responses.

Certain information, such as the incoming letter, draft

and final replies and an index, exists in automated form

in the Corporate Correspondence System. Individuals

seeking access to this bank should specify the name

and postal code pertinent to the previous enquiry. (Note

that stamp suggestions may also be stored in Designer

References, CPC PPU 025.) **Class of Individuals:**

Customers, employees, Members of Parliament, other

elects/appointed officials, and the general public. The

records may contain personal information on other

individuals, where they are the subject of the enquiry

(e.g., regarding Canada Post Corporation employees

and contractors). **Purpose:** The purpose of this bank is

to support the preparation of responses to Ministerial,

Chairman and Presidential, and general corporate

enquiries pertaining to the operations and administration

of Canada Post Corporation. **Consistent Uses:** The

records are used to support the correspondence

system, to monitor the preparation of responses; for

reference purposes when subsequent or similar enquiries

are received; for subsequent mailings, when new

developments warrant a follow-up letter to

correspondents who have expressed an interest in

particular subjects; and, to identify trends or patterns.

Canada-Newfoundland and Offshore Petroleum Board

Chapter 11

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland and Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file

following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. **Class of Individuals:** Employees of the Board. **Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland and Offshore Petroleum Board. **Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. **TBS Registration:** 002309 **Bank Number:** CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board

Chapter 12

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of

employment. Employees and former employees may gain access to their records by contacting the Manager, Administration, Industrial Benefits and Legal. **Class of Individuals:** Employees and former employees of the Board. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board. **Consistent Uses:** Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. **TBS Registration:** 003314 **Bank Number:** NS PPE 805

Canada Ports Corporation

Chapter 13

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record
Grievances

Identification and Building-Pass Cards
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

destroyed. **PAC Number:** 85-001 **TBS Registration:** 002993 **Bank Number:** CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record.) **Class of Individuals:**

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are sent to National Archives of Canada two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003133 **Bank Number:** CMH PPE 840

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level,

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Occupational Safety and Health

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002995 **Bank Number:** CMH PPE 835

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents. **Class of Individuals:**

Purpose: The purpose of this bank is to maintain information regarding vehicle accidents involving CMHC employees. **Consistent Uses:** To determine liability for such accidents, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. **Retention and Disposal Standards:** The records are retained active for five years and dormant for five years. **TBS Registration:** 003295 **Bank Number:** CMH PPE 855

<p>Grievances Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. Class of Individuals: Unionized CMHC employees. Consistent Uses: The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. Retention and Disposal Standards: Three years following date of resolution, the records are destroyed. PAC Number: 85-001 TBS Registration: 002992 Bank Number: CMH PPE 820</p> <p>Harassment (including discrimination and sexual harassment) Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. Class of Individuals: CMHC employees. Purpose: The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. Consistent Uses: To support decisions on transfer and discipline of employees. Records are destroyed three years after the most recent administrative action in an individual case. PAC Number: 85-001 TBS Registration: 002994 Bank Number: CMH PPE 830</p> <p>Identification and Building-Pass Cards Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. Class of Individuals: Employees of the Corporation and contractors/visitors. Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. Consistent Uses: To issue identification and building-pass cards. Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards. PAC Number: 85-001 TBS Registration: 002199 Bank Number: CMH PPE 810</p> <p>Internal Appeals and Employee Complaint Files Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Labour Canada and the Commissioner of Official Languages. Class of Individuals: Employees who have used the internal appeal system or an external</p>	<p>Complaint process. Purpose: The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. Retention and Disposal Standards: Records are retained for three years from the date of the decision. TBS Registration: 001938 Bank Number: CMH PPE 804</p> <p>Investigation Files Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. Class of Individuals: Employees and the general public. Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. Consistent Uses: In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. Retention and Disposal Standards: Records are retained for three years after the case is closed. TBS Registration: 001939 Bank Number: CMH PPE 806</p> <p>Modified Time Reporting System Description: This bank contains time and salary reports for each activity by sub-function and costable unit or project. Class of Individuals: CMHC employees. Purpose: The purpose of this bank is to retain activity-related information which is subsequently merged with pay-related information. Consistent Uses: The information contained in this bank is used to allow recoveries from the Minister and to collect appropriate fees for service. Retention and Disposal Standards: Records are retained for seven years. Related to PR#: CMH CRS 914 TBS Registration: 001936 Bank Number: CMH PPE 801</p> <p>Official Languages Description: This bank contains course enrolment and attendance information; language training applications containing first official language; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records may be attached to the Employee Personnel Record. Class of Individuals: CMHC employees. Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Retention and Disposal Standards: Two years after last documentation, the records are</p>
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information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. **Class of Individuals:** CMHC employees. **Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). **Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. **Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **PAC Number:** 85-001 **TBS Registration:** 002991 **Bank Number:** CMH PPE 815

Employment Equity Program

Description: This bank contains information on designated group employees. Respondents are asked to

identify, by means of a questionnaire, whether they are of Native origin, if they have a continuing or permanent disability, or form part of a visible minority group. **Class of Individuals:** Employees of the Corporation. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by designated group status (women, aboriginal peoples, visible minorities and people with disabilities). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within CMHC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Labour Canada. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation. **PAC Number:** 85-001 **TBS Registration:** 002198 **Bank Number:** CMH PPE 809

Familycare Assistance Description: This bank contains information pertaining to a voluntary confidential information, resources and support service offered to CMHC employees and their immediate family members. The employee/family members requiring information, resources and support contact the consultant directly. The services of the consultant have been retained by CMHC to provide the Familycare Assistance Program. Records relating to the nature of inquiries received are maintained with the consultant. These files are not held at CMHC in order to guarantee confidentiality. **Class of Individuals:** CMHC employees and their immediate family members. **Purpose:** The bank allows the consultant to ensure continuity of service to employees and to their family members. **Consistent Uses:** The consultant undertakes a systematic evaluation of the Familycare Assistance Program and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have requested information. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, a mutually agreed upon third party will review the information and make recommendations as to its disposal. **TBS Registration:** 003653 **Bank Number:** CMH PPE 860

Note: Information concerning the employees of the Canada Lands Company Limited is held by Public Works and Government Services Canada.

Canada Mortgage and Housing Corporation

Chapter 10

Particular Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service;

pension election forms; pension observations and correspondence concerning pensions. Records are

accessible by providing employee number and full name.

Class of Individuals: CMHC employees. **Purpose:** The

purpose of this file is to determine the CMHC pension

benefits for its contributing employees. This information

may be used for statistical research purposes and for

planning, implementing and evaluating CMHC policies,

relating to pensions and CMHC benefits. **Consistent**

Uses: Pursuant to the Income Tax Act, documentation

supporting pension entitlements, including the social

insurance number is provided to the federal Office of the

Superintendent of Financial Institutions Canada and to

the Department of National Revenue (Taxation) for bank

RCT PPU 005 Individual Income Tax Return. Information

is also provided from time to time to federal departments

or agencies in cases of employee transfers or to

employees with whom CMHC has reciprocal transfer

agreements. **Retention and Disposal Standards:**

Records are retained for two years after the member

and dependents are deceased, and the records are then

forwarded to National Archives of Canada. **TBS**

Registration: 003134 Bank Number: CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by

employees concerning potential conflict of interest

situations, investigation reports and correspondence

about potential and actual employee conflicts between

the private interests or holdings of employees and their

official duties. **Class of Individuals:** CMHC employees.

Purpose: The purpose of this bank is to maintain

information about potential and actual conflict of interest

situations for employees of a government institution, to

record potential conflicts of interest and to resolve actual

conflicts of interest. **Consistent Uses:** To support

decisions on transfers, discipline and termination of

employment. **Retention and Disposal Standards:**

Seven years after potential conflict of interest no longer

exists or actual conflict of interest has been resolved, at

which time the records are destroyed. **PAC Number:**

85-001 **TBS Registration:** 000097 Bank Number:

CMH PPE 808

Employee Assistance Program

Description: This bank contains information pertaining

to a voluntary confidential counselling service offered to

CMHC employees, retirees and their dependents.

Employees, their dependents and retirees requiring

counselling contact the consultant directly. The services

purpose of providing an Employee Assistance Program

to the above mentioned group. Records relating to

counselling sessions are maintained with the consultant

and not kept at CMHC. This is to ensure confidentiality

of the program. **Class of Individuals:** CMHC

employees, their dependents and retirees. **Purpose:** The

bank allows the consultant to ensure continuity of

service. **Consistent Uses:** The consultant undertakes a

systematic evaluation of the EAP and provides statistical

reports to CMHC in a format that ensures the

confidentiality of the individuals who have used the

service. **Retention and Disposal Standards:** The

information is kept by the consultant until contract

termination. Upon termination, and in order to protect

the confidentiality of the process, a mutually agreed

upon third party reviews the information and makes

recommendations as to its disposal. **TBS Registration:**

003135 Bank Number: CMH PPE 850

Employee Medical Files

Description: This bank maintains the medical record of

each current and past employee and general medical

information about family members. **Class of Individuals:**

CMHC employees and family members. **Purpose:** The

purpose of this bank is to maintain a medical history for

administrative purposes. **Retention and Disposal**

Standards: Since 1977, the records are retained until

the individual reaches the age of 70 or two years after

the death of the individual provided two years have

elapsed since the last administrative action concerning

the information. **TBS Registration:** 001937 Bank

Number: CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an

individual's employment with CMHC. It is maintained for

the purpose of facilitating personnel administration.

Canada Labour Relations Board

Chapter 8

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Employee Personnel Record
Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. **Class of Individuals:** The information relates to current and former employees.
Purpose: The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. **Consistent Uses:** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. **Retention and Disposal Standards:** These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. **TBS Registration:** 003652 Bank Number: CDI PPE 801

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers. **Class of Individuals:** Employee applicants. **Purpose:** The purpose of this bank is to select candidates and fill

staff positions. **Retention and Disposal Standards:** These files are kept two years after the last administrative action. **TBS Registration:** 002293 Bank Number: CDI PPE 802

Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. **Class of Individuals:** Current and former employees. **Purpose:** The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. **Retention and Disposal Standards:** These files are kept for 2 years after the last administrative action. **TBS Registration:** 002295 Bank Number: CDI PPE 804

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. **Retention and Disposal Standards:** These files are kept for 8 fiscal years. **TBS Registration:** 002294 Bank Number: CDI PPE 803

Training and Development – Training Needs Survey

Pilot Project

Description: This bank contains data on individual

employees as well as aggregate job family summary data relating to training and development. The personal data includes the employee name, job level, language preference, gender, skill level (as at the date of the survey) according to a defined set of skills and rating scale for the employee's job family, as well as the employee's training priorities for the next twelve months as agreed upon by the employee's supervisor. **Class of Individuals:** Employees in specific Bank of Canada job families who have been surveyed and who have returned a completed Initial Skills/Knowledge Profile and Needs Survey. **Purpose:** The purpose of this bank is twofold: to identify the skill levels, training needs, and priorities of individuals, and to assist the Training and Development Section to develop training programs appropriate to the needs of employees surveyed. **Consistent Uses:** The use of the data collected is limited to identification of training needs within the scope of the pilot project.

BOC PPE 828

Travel

Description: This bank contains advances, claims,

receipts, travel arrangements, itineraries and

correspondence concerning employee business travel. **Class of Individuals:** Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of

employees. **Consistent Uses:** To provide advances and approve claims for business travel expenses. **Retention and Disposal Standards:** Records are kept for a period

of seven years, then destroyed. **TBS Registration:**

000075 **Bank Number:** BOC PPE 841

Canada Council
Chapter 6

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Canada Deposit Insurance Corporation
Chapter 7

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to

maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support employment. **Retention and Disposal Standards:** These files are kept 2 years after the last administrative action. **TBS Registration:** 002296 **Bank Number:** CDI PPE 805

records checks and investigations, completed security clearances, security briefings, correspondence related to the security clearance of the employee. Notation of level of security clearance may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings in order to provide a service to the Bank. **Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. **TBS Registration:** 002216 Bank Number: BOC PPE 816

Relocation
Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees. **Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims. **Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. **TBS Registration:** 000074 Bank Number: BOC PPE 840

Staffing
Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the social insurance number. Notations of staffing decisions may also appear in the Employee Personnel Record. **Class of**

Individuals: Bank of Canada employees. **Purpose:** The bank provides a record of the information used in staffing positions. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To select candidates and staff positions. **Retention and Disposal Standards:** Staffing applications are kept for a period of three years after the year in which they are received, then destroyed. **TBS Registration:** 002013 Bank Number: BOC PPE 815

Training and Development
Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. **Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed. **TBS Registration:** 002213 Bank Number: BOC PPE 825

Training and Development – Development Assignment Program (D.A.P.)
Description: This bank contains résumés, employee profiles, summaries of the personal career planning exercise, interview information, referral results, details of D.A.P. assignments, assignment proposal forms and agreements, D.A.P. assignment evaluation forms, and general correspondence. **Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank. **Purpose:** This bank was created to maintain an inventory of employees selected for possible assignments within the Bank, and to administer the program. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. **Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for

employee identifier. **Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. **Retention and Disposal Standards:** First aid records are retained for two years; accident or occupational injury or illness records are retained for ten years. **TBS Registration:** 002217 **Bank Number:** BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the social insurance number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages

qualifications of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

for a period of two years after the employee leaves the Bank, then destroyed. **TBS Registration:** 002214 **Bank Number:** BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

Class of Individuals: Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To maintain a record of parking permits. **Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed. **TBS Registration:** 002236

Bank Number: BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the

Unemployment Insurance Act, 1971 and Regulations, the Canada Labour Standards Regulations, the Canada Pension Plan Regulations and the Family Orders and Agreements Enforcement Assistance Act and Regulations. **Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 002212 **Bank Number:** BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summaries of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. **Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. **TBS Registration:** 002237 **Bank Number:** BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains social insurance number, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks, and completed Consent to the Disclosure of Personal Information Forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service

related reports as required. **Class of Individuals:** Bank of Canada employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 002210 Bank Number: BOC PPE 810

Employment Equity Program

Description: This bank contains information for the purpose of the Bank's Employment Equity program which includes self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, persons with disabilities and visible minorities. The information will be maintained on a microcomputer. **Class of Individuals:** Regular full-time employees; regular part-time employees; temporary employees of the Bank of Canada. **Purpose:** Information will be used for purposes specified in the Employment Equity Act; that is, for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in another bank in order to obtain statistical information on employees.

Retention and Disposal Standards: The information collected for the Employment Equity program and used in the preparation of the Annual Report to the Minister of Employment and Immigration, will be kept for a period of three years after the year in respect in which the report is made, then destroyed. Employment Equity questionnaires will be retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires from active employees are superseded, the previous questionnaires will immediately be destroyed. **TBS Registration:** 001942 Bank Number: BOC PPE 817

Garnishees

Description: This bank contains orders of garnishment and related correspondence. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. Any unauthorized uses of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To provide for the execution of orders of garnishment. **Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. **TBS Registration:** 000076 Bank Number: BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information used in the grievance process. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. **Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed. **TBS Registration:** 002218 Bank Number: BOC PPE 835

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. **Class of Individuals:** Bank of Canada employees. **Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, the administration of occupational safety and health programs in the Bank of Canada. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique

Particular Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and social insurance numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. **Class of Individuals:** Bank of Canada employees; contractors; tenants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique identifier. **Consistent Uses:** To issue and control access cards. **Retention and Disposal Standards:** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. **TBS Registration:** 003289 **Bank Number:** BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the social insurance number, leave applications, and correspondence related to attendance and leave. While the social insurance number is included on absence reporting forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to support the administration of employee attendance and leave. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. **Retention and Disposal Standards:** Records are kept for a period of three years, then destroyed. **TBS Registration:** 002211 **Bank Number:** BOC PPE 821

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

Discipline

Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other

BOC PPE 836

Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed. **TBS Registration:** 002219 **Bank Number:**

Employee Health Services

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain individual records on the health of employees, and to provide documentation for the administration of occupational health and certain benefit programs. The use of the social insurance number in this personal information bank is being phased out. It will be replaced by a unique employee identifier. **Retention and Disposal Standards:** Records are kept for a period of 20 years after the employee leaves the Bank, and a further 20 years for certain records relating to designated substances. **TBS Registration:** 002215 **Bank Number:**

BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other

Atlantic Pilotage Authority Canada

Chapter 3

Particular Banks

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely. *Bank Number:* APA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Atomic Energy Control Board

Chapter 4

Particular Banks

Advisory Committee Members

The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada. *Bank Number:* AEB PPE 801

AECB Inspectors: Certification Record

AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. *Bank Number:* AEB PPE 803

Radiation Exposure Records: AECB Staff

The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely. *Bank Number:* AEB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Particular Banks

Attendance and Leave

Description: This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical

Class of individuals: The information held in this bank relates to certificate forms justifying absences.

Purpose: Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism.

Retention and Disposal Standards: The records are destroyed two years after the end of the fiscal year.

TBS Registration: 003380 Bank Number:

ACO PPE 801

Incentive Awards

Description: This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards program.

Purpose: The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards program. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations.

Class of individuals: Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program.

Purpose: The purpose of this bank is to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and preceding setting files for 25 years then destroyed (subject to National Archives approval).

TBS Registration: 003379 Bank Number: ACO PPE 804

Performance Reviews and Employee Appraisals

Description: This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments.

Class of individuals: Files contain copies of annual PFEA reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs.

Retention and Disposal Standards: Records are retained for five years for all

Standard Banks

ACO PPE 802

TBS Registration: 003381 Bank Number:

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Official Languages

Pay and Benefits

Training and Development

003378 Bank Number: ACO PPE 803

employees and are then destroyed. **TBS Registration:**

Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, CAF and other special development programs. **Class of individuals:** This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAF participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of ACOA and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of TDIS, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. **Retention and Disposal Standards:** Records are destroyed two years after completion of training and development undertaken by the employee.

Related to PR#: AGR HRB 920 **TBS Registration:** 000914 **Bank Number:** AGR PPE 809

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government InterCity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. **Class of Individuals:** Employees of the Department. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **Related to PR#:** AGR CSB 852 **TBS Registration:** 003319 **Bank Number:** AGR PPE 827

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** and Employees of the institution. **Purpose:** To provide documentation for the administration of training and

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personal Harassment

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

AGR PPE 810

TBS Registration: 000917 **Bank Number:**

PAC Number: 85-001 **Related to PR#:** AGR HRB 927

destroyed two years after completion of the particular training and development undertaken by an employee. **Retention and Disposal Standards:** Records are participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To approve and register the some individuals under special circumstances.

is mandatory for this bank, subject to exemption of administration in pay and benefits. Provisions of the SIN purpose of identification and to ensure consistency in The Social Insurance Number (SIN) is used for the development programs within government institutions.

support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security and Disposal Standards: Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. **Related to PR#:** AGR CSB 852 **TBS Registration:** 002943 **Bank Number:** AGR PPE 826

Small Farm Development Program
Description: The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics. **Consistent Uses:** To record employees' time when providing management assistance to small-scale family farmers. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 72-003 **TBS Registration:** 000909 **Bank Number:** AGR PPE 801

Staffing
Description: The bank contains staffing requests; position descriptions; selection profiles; competition posters; transfer requests; lists of individuals with priority for appointment; inventory print-outs; candidates' applications; lists of candidates; rating board assessments; candidate appraisals; language test results; reference check information; notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices of right of appeal and without competition; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, Personal Record Identifier (PRI), and citizenship status. **Class of Individuals:** Employees of the Department of Agriculture and Agri-Food, of other departments and agencies, and candidates from outside the public service. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the establishment of the eligibility list or until the PSC cyclical audit has been conducted whichever is longer, at which time the records are destroyed. **PAC Number:** 85-001

Request for Transfer File
Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002701 **Bank Number:** AGR PPE 822

Research Skills Inventory
Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. **Class of Individuals:** Research Branch Scientific and Professional Category employees. **Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. **Consistent Uses:** To plan future demand for scientific and professional personnel. The information is used mostly for statistical planning. **Retention and Disposal Standards:** The bank is to be updated annually. Records are kept for a period of five years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 921 **TBS Registration:** 002700 **Bank Number:** AGR PPE 803

Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To

from involvement in violations of Agriculture and Agri-Food Canada Acts and Regulations or other laws which could adversely affect the Department.

Consistent Uses: To determine an appropriate course of action, including disciplinary measures or prosecution.

Retention and Disposal Standards: Records are destroyed five years after the case is closed. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002094 **Bank Number:** AGR PPE 811

International Agricultural Projects

Description: This bank contains information on the goals, objectives and milestones of overseas projects carried out by Agriculture and Agri-Food Canada, and the names and work locations of individuals involved.

Class of Individuals: Department of Agriculture and Agri-Food employees engaged in CIDA projects.

Purpose: To provide a current inventory of international Programs personnel involved in current projects.

Consistent Uses: The bank is used to relocate human resources and to evaluate the progress of projects.

Retention and Disposal Standards: Files are retained for the duration of employment plus one year. **PAC Number:** 86-001 **Related to PR#:** AGR MIS 492 **TBS Registration:** 001857 **Bank Number:** AGR PPE 806

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. **Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities.

Consistent Uses: Same as for 'Purpose'.

Retention and Disposal Standards: Minimum retention of 5 years as per authority. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 002946 **Bank Number:** AGR PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. Records are destroyed two years after the permit expires, except for medical information which is retained

in the employee's file. **PAC Number:** 85-001 **Related to PR#:** AGR CSB 913 **TBS Registration:** 002283 **Bank Number:** AGR PPE 816

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number. 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **PAC Number:** 78-001 **Related to PR#:** AGR HRB 920 **TBS Registration:** 003320 **Bank Number:** AGR PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. **Related to PR#:** AGR HRB 860 **TBS Registration:** 002099 **Bank Number:** AGR PPE 813

after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 925 **TBS Registration:** 002048 **Bank Number:** AGR PPE 807

Human Resource Information System (HRIS)

Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. **Class of Individuals:** All employees and executives of Agriculture and Agri-Food Canada.

Purpose: The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projected attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Data within the Human Resource Information System is shared with the departmental Security Information System and the Parking Administration System so that information in these two systems is kept current. This is done on a continuous basis. **Retention and Disposal Standards:** Computerized records are updated as required (usually weekly from a SSC tape transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 920, 923, 925, 927 **TBS Registration:** 002284 **Bank Number:** AGR PPE 814

Human Resource Inventory System
Description: This bank contains personal information on all employees of the Department's Market and Industry Services Branch. **Class of Individuals:** Employees of the Department's Market and Industry Services Branch.

Purpose: Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System. **Consistent Uses:** To monitor Branch training, conferences and projects, and to provide data for statistical purposes to such programs as affirmative action, equal pay, and official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. **Retention and Disposal Standards:** Information is retained for two years after an employee leaves the Market and Industry Services Branch, and is then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860, 921 **TBS Registration:** 002095 **Bank Number:** AGR PPE 812

Human Resources Inventory – International Assignments – Employee

Description: Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on DBase III software and hard copy. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To establish and maintain a current inventory of departmental personnel interested in fixed term assignments outside Canada with either bilateral or multilateral organizations including projects executed by Agriculture and Agri-Food Canada. **Consistent Uses:** Conduct searches for qualified departmental candidates for identified positions. Information is shared on an inter-branch, inter-departmental, inter-governmental and/or international level, provided consent is received from all parties involved. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **Related to PR#:** AGR MIS 492 **TBS Registration:** 002702 **Bank Number:** AGR PPE 823

Interdepartmental Secondment
Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with Agriculture and Agri-Food Canada and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning. **Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 927 **TBS Registration:** 002699 **Bank Number:** AGR PPE 821

Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Food Production and Inspection Branch. **Purpose:** To record all information concerning alleged or suspected misconduct arising

has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 000913 **Bank Number:** AGR PPE 808

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and or from part of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of Individuals:** Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal people and (physical or mental disabilities, and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **PAC Number:** 85-001 **Related to PR#:** AGR HRB 860 **TBS Registration:** 003648 **Bank Number:** AGR PPE 818

Executive Group Personnel Record

Description: This bank contains the SIN No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AGR HRB 860

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years

TBS Registration: 002698 **Bank Number:** AGR PPE 819

Expenditure Accounts – Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** 86-001 **Related to PR#:** AGR CSB 914 **TBS Registration:** 002285 **Bank Number:** AGR PPE 817

Financial Management Information System – AGRIFIN

Description: Financial information for the Department. This information is classified as to: responsibility (collator); authority (allocation); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exemption of employee name is not captured in AGRIFIN. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in AGRIFIN. **Class of Individuals:** Non Departmental employees. **Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Revenue Canada. **Consistent Uses:** Refer to Purpose of the bank. **Retention and Disposal Standards:** Information remains on Agrifin and is rolled for year to year. When there is no further activity, the information is removed from the system. **Related to PR#:** AGR CSB 852 **TBS Registration:** 002945 **Bank Number:** AGR PPE 805

Particular Banks

Appointments or Nominations of Personnel to NATO

Agencies

Description: Data contained in the bank includes

classification, education, geographic location, language, personal characteristics, personal history, security and training.

Class of Individuals: Employees of Agriculture and Agri-Food Canada appointed or nominated to serve with NATO.

Purpose: To provide a depository for identification and profile information regarding employees of the Department of Agriculture and Agri-Food who are appointed or nominated to serve with a NATO agency.

Consistent Uses: To obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency.

Retention and Disposal Standards: These files are retained for five years. **PAC Number:** 86-001

Related to PR#: AGR SDM 385 **TBS Registration:** 000912 **Bank Number:** AGR PPE 804

Branch Management Information System (BMIS)

Description: This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). **Class of Individuals:** MISB employees.

Purpose: This bank is used to collect personal information on MISB employees for personnel purposes.

Consistent Uses: This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources.

Retention and Disposal Standards: Files are retained for five years. **Related to PR#:** AGR MIS 497 **TBS Registration:** 002942 **Bank Number:** AGR PPE 824

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and

Particular Banks

Appointments or Nominations of Personnel to NATO

Agencies

Description: Data contained in the bank includes

classification, education, geographic location, language, personal characteristics, personal history, security and training.

Class of Individuals: Employees of Agriculture and Agri-Food Canada appointed or nominated to serve with NATO.

Purpose: To provide a depository for identification and profile information regarding employees of the Department of Agriculture and Agri-Food who are appointed or nominated to serve with a NATO agency.

Consistent Uses: To obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency.

Retention and Disposal Standards: These files are retained for five years. **PAC Number:** 86-001

Related to PR#: AGR SDM 385 **TBS Registration:** 000912 **Bank Number:** AGR PPE 804

Branch Management Information System (BMIS)

Description: This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). **Class of Individuals:** MISB employees.

Purpose: This bank is used to collect personal information on MISB employees for personnel purposes.

Consistent Uses: This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources.

Retention and Disposal Standards: Files are retained for five years. **Related to PR#:** AGR MIS 497 **TBS Registration:** 002942 **Bank Number:** AGR PPE 824

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and

Consistent Uses: To employment and superannuation, termination of transfers, promotions, demotions, appointments, documentation and authorization of appointments, Departmental employees. **Purpose:** To provide the areas noted above. **Class of Individuals:**

personal information actually used to make decisions in the Employee Personnel Record may not include the is, however, found in the various other Standard Banks. The major series of information concerning these topics languages; discipline; and level of security clearance.

pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance.

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pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance.

Disposal Standards: Records are destroyed two years

after completion of the particular training and development undertaken by an employee. *Bank*

Number: PSE 905

Travel and Relocation

Description: This bank contains authorizations,

advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel,

relocation or postings of employees. *Class of*

Individuals: Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of government

employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *Bank Number:*

PSE 913

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents;

claims of damages; legal decisions; settlement

transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships,

boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business.

Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in

Standard Bank PSE 907. *Class of Individuals:*

Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding vehicle,

ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine

liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** Two

years after the settlement of individual claims, after

Workplace Day Care

PSE 908

which the records are destroyed. *Bank Number:*

Description: This standard bank contains information collected from employee surveys conducted by

departments for the purpose of estimating employee demand for workplace day care and from workplace day

care centre records for evaluating the workplace day care policy. Such information may include employee or

user personal data, data on their children, anticipated demand for day care and probability and reasons for

enrolling a child in a department-sponsored workplace day care centre. *Class of Individuals:* All federal

employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. *Purpose:* The bank is to be

used to determine whether sufficient employer interest and demand exist to merit further consideration (viability

study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine

the level of ongoing federal rental support for the workplace day care centre. It will also be used for the

purposes of evaluating the day care centre policy. **Consistent Uses:** The information in this bank will be

used for administrative and statistical purposes associated with the establishment of a day care centre.

It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The

information may be disclosed to Treasury Board, the department, an authorized committee of the department,

a custodian department and the Board of Directors of the Day Care Centre. Together with the linked

information from the files identified below, this information will form the basis for tabulations of the

extent and type of employee day care users. **Retention and Disposal Standards:** The retention and disposal

period for this bank is yet to be established. *Bank*

Number: PSE 930

Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case. *Bank Number:* PSE 919

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. *Class of Individuals:* Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. *Bank Number:* PSE 921

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. *Class of Individuals:* Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline, and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. *Bank Number:* PSE 909

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). *Class of Individuals:* Employees of the institution. **Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or time the records are destroyed. *Bank Number:* PSE 902

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and**

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **Bank Number:** PSE 906

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires. **Bank Number:** PSE 914

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in

administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **Bank Number:** PSE 904

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years for all employees and then destroyed. **Bank Number:** PSE 912

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summaries of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and**

information would be consistent with the uses for which the personal information was collected. Self-identification banks on Staffing (PSE 902). **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. Records are retained for two years after most recent administrative action. **Bank Number:** PSE 918

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances; and correspondence about grievances. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. **Bank Number:** PSE 910

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed two years after expiry of identification and building-pass cards. **Bank Number:** PSE 917

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed

recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and preceded setting files for 15 years then destroyed. **Bank Number:** PSE 920

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidentiality status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. **Retention and Disposal Standards:** Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions. **Bank Number:** PSE 907

evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of which the records are destroyed. **Bank Number:** PSE 916

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organizational location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health

and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **Bank Number:** PSE 901

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such

Standard Bank Descriptions

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** Two years after expiry of fiscal year, after which period the records are destroyed. **Bank Number:** PSE 903

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. **Class of Individuals:** Employees of government institutions. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** For correspondence regarding investigations, testimony by witnesses and legal opinions – five years for cases where the employee was found guilty of misconduct and three years for cases where the employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. **Bank Number:** PSE 911

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical

Statute Revision Commission

Canada
see Department of Justice

Supply and Services Canada
see Public Works and
Government
Services Canada

Transport Canada

Place de Ville, Tower C
330 Sparks Street, 26th floor
Ottawa, Ontario
K1A 0N5
(613) 993-6162

**Transportation Safety Board of
Canada**

Place du Centre
200 Promenade du Portage
4th Floor
Hull, Québec
K1A 1K8
(613) 994-8021

Treasury Board of Canada

Secretariat
Esplanade Laurier, East Tower
140 O'Connor Street
9th Floor
Ottawa, Ontario
K1A 0R5
(613) 993-5215

Veterans Affairs Canada

Dominion Building
97 Queen Street, Room 205
P.O. Box 7700
Charlottetown, Prince Edward
Island
C1A 8M9
(902) 566-8609

Veterans Appeal Board Canada
see Veterans Affairs Canada

Western Economic

Diversification Canada

200 Kent Street, 8th Floor
P.O. Box 2128, Station D
Ottawa, Ontario
K1P 5W3
(613) 952-9390

Yukon Territory Water Board
4114 – 4th Avenue, Suite 200
Whitehorse, Yukon
Y1A 4N7

(403) 667-3980

Royal Canadian Mounted Police

1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

(613) 993-6978

Seaway International Bridge Corporation Ltd

see The St. Lawrence Seaway Authority

Security Intelligence Review Committee

Jackson Building
122 Bank Street, 4th Floor
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8052

Social Sciences and Humanities Research Council of Canada

Constitution Square, Tower 2
350 Albert Street
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-0562

Solicitor General Canada – Ministry Secretariat

Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West
1st floor
Ottawa, Ontario
K1A 0P8

(613) 991-2929

St. Lawrence Seaway Authority

Constitution Square
360 Albert Street, 14th Floor
Ottawa, Ontario
K1R 7X7

(613) 598-4605

Standards Council of Canada

45 O'Connor Street
Suite 1200
Ottawa, Ontario
K1P 6N7

(613) 238-3222

Statistics Canada

R.H. Coats Bldg., 25th floor
Station B
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

(613) 951-9349

Status of Women Canada

360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1G3

(613) 995-4008

Public Service Commission of Canada
 Esplanade Laurier, West Tower
 300 Laurier Avenue West
 Room 1954
 Ottawa, Ontario
 L1A 0M7
 (613) 992-2425

Public Service Staff Relations Board
 C.D. Howe Bldg, West Tower
 240 Sparks Street, 6th Floor
 Ottawa, Ontario
 K1P 5V2
 (613) 990-1757

Public Works Canada
 see Public Works and
 Government Services Canada

Public Works and Government Services Canada
 Phase III, 17A1
 Place du Portage
 11 Laurier Street
 Hull, Québec
 K1A 0H2
 (819) 956-1816

RCMP External Review Committee
 60 Queen Street, Room 513
 P.O. Box 1159, Station B
 Ottawa, Ontario
 K1P 5R2
 (613) 990-1860

RCMP Public Complaints Commission
 P.O. Box 3423
 Station D
 Ottawa, Ontario
 K1P 6L4
 (613) 952-1302

Regional Development Incentives Board
 see Industry Canada

Revenue Canada
 14th Floor
 Albion Executive Tower
 25 Nicholas Street
 Ottawa, Ontario
 K1A 0L5
 (613) 957-8819

Revenue Canada Customs and Excise
 see Revenue Canada

Revenue Canada Taxation
 see Revenue Canada

Royal Canadian Mint
 320 Sussex Drive
 Room 230
 Ottawa, Ontario
 K1A 0G8
 (613) 993-2711

**Office of the Grain
Transportation Agency
Administrator**
300 – 200 Graham Avenue
Winnipeg, Manitoba
R3B 0T4
(204) 983-3212

**Office of the Inspector General
of the Canadian Security
Intelligence Service**
Sir Wilfrid Laurier Building
340 Laurier Avenue West
3rd Floor
Ottawa, Ontario
K1A 0P8
(613) 990-3270

**Office of the Superintendent of
Financial Institutions Canada**
255 Albert Street
15th Floor
Ottawa, Ontario
K1A 0H2
(613) 990-7479

**Pacific Pilotage Authority
Canada**
300 – 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

**Patented Medicines Prices
Review Board**
Box L40, Suite 1400
Standard Life Centre
333 Laurier Avenue West
Ottawa, Ontario
K1A 1C1
(613) 954-8299

Pension Appeals Board
381 Kent Street, Room 327
C.P. 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

**Petroleum Monitoring Agency
Canada**
see Natural Resources Canada
**Prairie Farm Rehabilitation
Administration**
see Agriculture and Agri-Food
Canada

Privy Council Office
Blackburn Building
85 Sparks Street, Room 312
Ottawa, Ontario
K1A 0A3
(613) 957-5210

**Procurement Review Board of
Canada**
see Canadian International Trade
Tribunal

**National Research Council
Canada**

Building M-58, Montreal Road
Room S-306
Ottawa, Ontario
K1A 0R6
(613) 990-2558

**National Transportation Agency
of Canada**

Jules Leger Building
15 Eddy Street, 16th Floor
Hull, Quebec
K1A 0N9
(819) 994-2564

Natural Resources Canada

580 Booth Street, 2nd Floor
Ottawa, Ontario
K1A 0E4
(613) 996-8261

**Natural Sciences and
Engineering Research Council
of Canada**

350 Albert Street, 13th Floor
Ottawa, Ontario
K1A 1H5
(613) 995-6214

**Northern Pipeline Agency
Canada**

Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

**Northwest Territories Water
Board**

Precambrian Building
9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

**Office of the Auditor General of
Canada**

240 Sparks Street
Room 1167
Ottawa, Ontario
K1A 0G6
(613) 995-3766

**Office of the Chief Electoral
Officer**

1595 Telesat Court
Ottawa, Ontario
K1A 0M6
(613) 990-5596

**Office of the Commissioner of
Official Languages**

110 O'Connor Street
13th Floor, Room 1334
Ottawa, Ontario
K1A 0T8
(613) 996-6036

**Office of the Comptroller
General**

see Treasury Board of Canada

National Capital Commission

3rd Floor

40 Elgin Street

Ottawa, Ontario

K1P 1C7

(613) 239-5198

National Defence

Centre Block North

101 Colonel By Drive

13th Floor

Ottawa, Ontario

K1A 0K2

(613) 992-8486

National Energy Board

311 – 6th Avenue South West

Calgary, Alberta

T2P 3H2

(403) 299-2717

National Farm Products

Marketing Council

Martel Building

270 Albert Street, 13th Floor

P.O. Box 3430, Station D

Ottawa, Ontario

K1P 6L4

(613) 995-8840

National Film Board

P.O. Box 6100, Station A

Montreal, Quebec

H3C 3H5

(514) 283-9136

National Gallery of Canada

380 Sussex Drive

Room 532

P.O. Box 427, Station A

Ottawa, Ontario

K1N 9N4

(613) 991-0040

National Library of Canada

395 Wellington Street

Room 215

Ottawa, Ontario

K1A 0N4

(613) 996-2892

National Museum of Science

and Technology

2421 Lancaster Road

P.O. Box 9724, Station T

Ottawa, Ontario

K1G 5A3

(613) 991-3033

National Parole Board

Sir Wilfrid Laurier Building

340 Laurier Avenue West

9th Floor

Ottawa, Ontario

K1A 0R1

(613) 954-5946

International Centre for Human Rights and Democratic Development
63 De Brésolles, Suite 100
Montreal, Québec
H2Y 1V7
(514) 283-6073

International Development Research Centre
250 Albert Street, 13th Floor
Ottawa, Ontario
K1G 3H9
(613) 236-6163, ext. 2123

Jacques Cartier and Champlain Bridges Inc.
see The St. Lawrence Seaway Authority

Labour Canada
see Human Resources Development

Laurentian Pilotage Authority Canada
P.O. Box 680
Tour de la Bourse
Montreal, Québec
H4Z 1J9
(514) 283-6320

Medical Research Council of Canada
Holland Cross Building
Tower B, 5th Floor
1600 Scott Street
Ottawa, Ontario
K1A 0W9
(613) 954-1812

Merchant Seamen Compensation Board
see Human Resources Development Canada

Multiculturalism and Citizenship

Canada
see Canadian Heritage or Citizenship and Immigration
National Archives of Canada
395 Wellington Street
Room 118
Ottawa, Ontario
K1A 0N3
(613) 954-4141

National Arts Centre
1 Confederation Square
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1
(613) 996-5051

National Battlefields Commission
see Environment Canada

Great Lakes Pilotage Authority**Canada**

202 Pitt Street, 2nd Floor
P.O. Box 95
Cornwall, Ontario

K6J 3P7

(613) 933-2991

Hazardous Materials**Information****Review Commission**

200 Kent Street, Suite 400
Ottawa, Ontario

K1A 0M1

(613) 993-4331

Health and Welfare Canada

see Health Canada

Health Canada

Brooke Claxton Building
Room 0909-D
Tunney's Pasture

Ottawa, Ontario

K1A 0K9

(613) 957-3051

Historic Sites and Monuments**Board of Canada**

see Environment Canada

Human Resources**Development Canada**

Place du Portage, Phase IV
140 Promenade du Portage
4th Floor

Hull, Québec

K1A 0J9

(819) 994-2548

Immigration and Refugee Board

222 Nepean Street, 7th Floor
Ottawa, Ontario

K1A 0K1

(613) 995-3514

Indian and Northern Affairs**Canada**

Les Terrasses de la Chaudière
North Tower
10 Wellington Street

Room 1365

Hull, Québec

K1A 0H4

(819) 997-8277

Industry Canada

C.D. Howe Building

235 Queen Street

3rd floor West

Ottawa, Ontario

K1A 0H5

(613) 954-2752

Industry, Science and**Technology Canada**

see Industry Canada

- Farm Credit Corporation Canada**
P.O. Box 4320
Regina, Saskatchewan
S4P 4L3
(306) 780-8608
- Federal Business Development Bank**
800 Victoria Square
Tour de la Place-Victoria
P.O. Box 335
Montreal, Quebec
H4Z 1L4
(514) 283-3554
- Federal Mortgage Exchange Corporation**
see Department of Finance
Canada
- Federal Office of Regional Development (Quebec)**
800 Place Victoria, Room 3800
C.P. 247
Montreal, Quebec
H4Z 1E8
(514) 283-8418
- Federal-Provincial Relations Office**
see Privy Council Office
- Fisheries and Oceans**
Centennial Towers
200 Kent Street, Station 948
Ottawa, Ontario
K1A 0E6
(613) 993-2052
- Fisheries and Oceans Research Advisory Council**
see Fisheries and Oceans
- Fisheries Prices Support Board**
see Fisheries and Oceans
- Foreign Affairs and International Trade Canada**
Lester B. Pearson Building, Main Floor
125 Sussex Drive (JIX)
Ottawa, Ontario
K1A 0G2
(613) 992-1487
- Forestry Canada**
see Natural Resources Canada
- Freshwater Fish Marketing Corporation**
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4
(204) 983-6461

Defence Construction Canada

Sir Charles Tupper Bldg,
A Wing, 3rd Floor
Confederation Heights
Ottawa, Ontario

K1A 0K3

(613) 998-9539

Department of Finance Canada

Esplanade Laurier, East Tower
140 O'Connor Street
21st Floor
Ottawa, Ontario

K1A 0G5

(613) 992-6923

Department of Justice Canada

Justice Building, Room 34
239 Wellington Street
Ottawa, Ontario

K1A 0H8

(613) 952-8352

Department of the Secretary of

State of Canada

see Human Resources
Development,
Canadian Heritage or Public
Works and
Government Services

Director of Soldier Settlement

see Veterans Affairs Canada

Director Veterans' Land Act,

The

see Veterans Affairs Canada

Employment and Immigration

Canada

see Citizenship and Immigration
or
Human Resources Development

Energy, Mines and Resources

Canada

see Natural Resources Canada

Energy Supplies Allocation

Board

see Natural Resources Canada

Environment Canada

Terrasses de la Chaudière
10 Wellington Street, 4th floor
Hull, Quebec

K1A 0H3

(819) 997-2992

Export Development

Corporation

151 O'Connor Street
6th Floor
P.O. Box 655
Ottawa, Ontario

K1P 5T9

(613) 598-2899

External Affairs and

International Trade Canada

see Foreign Affairs and
International Trade Canada

Canadian Security Intelligence Service

284 Wellington Street
P.O. Box 9732

Station Terminal T
Ottawa, Ontario

K1G 4G4

(613) 782-0107

Canadian Space Agency

6767 Route de l'aéroport
St. Hubert, Quebec

J3Y 8Y9

(514) 926-4866

Canadian Wheat Board

423 Main Street

P.O. Box 816

Winnipeg, Manitoba

R3C 2P5

(204) 983-3453

Citizenship and Immigration Canada

Place du Portage, Phase IV

4th Floor, Room 4L03

Hull, Quebec

K1A 0J9

(819) 953-9321

Communications Canada

see Canadian Heritage, Industry

Canada

or Public Works and Government

Services

Consumer and Corporate

Affairs Canada

see Industry Canada, Canadian
Heritage

or Agriculture and Agri-Food

Canada

Copyright Board Canada

56 Sparks Street, Room 800

Ottawa, Ontario

K1A 0C9

(613) 952-8621

Correctional Investigator

Canada

275 Slater Street

Room 402

Ottawa, Ontario

K1P 5H9

(613) 990-2692

Correctional Service Canada

5th Floor, Section C

340 Laurier Avenue West

Ottawa, Ontario

K1A 0P9

(613) 992-8248

Custodian of Enemy Property

Public Works and Government

Services Canada

Canadian Human Rights

Commission

Place de Ville, Tower A
320 Queen Street, 13th Floor
Ottawa, Ontario
K1A 1E1

(613) 943-9505

Canadian International

Development Agency

Place du Centre, 12th floor
200, promenade du Portage
Hull, Quebec
K1A 0G4

(613) 997-0849

Canadian International Trade

Tribunal

Journal Bldg., South Tower
365 Laurier Ave. West
19th floor
Ottawa, Ontario
K1A 0G7

(613) 990-2452

Canadian Museum of

Civilization

100 Laurier Street
Box 3100, Station B
Hull, Quebec
J8X 4H2

(613) 776-7115

Canadian Museum of Nature

Victoria Memorial Museum

Building

Metcalfe and McLeod Streets
P.O. Box 3443, Station D.
Ottawa, Ontario
K1P 6P4

(613) 996-3102

Canadian Pension Commission

see Veterans Affairs Canada

Canadian Polar Commission

Constitution Square, Suite 1710
360 Albert Street
Ottawa, Ontario
K1R 7X7

(613) 943-8605

Canadian Radio-television and

Telecommunications

Commission

Les Terrasses de la Chaudiere
1 Promenade du Portage
5th Floor
Hull, Quebec
K1A 0N2

(819) 994-5366

Canadian Saltfish Corporation

see Fisheries and Oceans

**Canadian Centre for
Management Development**

De La Salle Campus
373 Sussex Drive
P.O. Box 420, Station A
Ottawa, Ontario
K1N 8V4
(613) 992-8171

**Canadian Centre for
Occupational**

Health and Safety

250 Main Street East
Hamilton, Ontario
L8N 1H6
(905) 572-2981

**Canadian Commercial
Corporation**

50 O'Connor Street
11th Floor
Ottawa, Ontario
K1A 0S6
(613) 996-0262

**Canadian Cultural Property
Export Review Board**

Journal Building, North Tower
300 Slater Street, Room 500
Ottawa, Ontario
K1A 0C8
(613) 990-4161

Canadian Dairy Commission

1525 Carling Avenue
Ottawa, Ontario
K1A 0Z2
(613) 998-9490

**Canadian Film Development
Corporation**

Tour de la Banque nationale
14th floor
600 de la Gauchetiere St. West
Montreal, Quebec
H3B 4L2
(514) 283-6363

Canadian Forces

see National Defence

**Canadian Government
Standards Board**

see Public Works and
Government
Services Canada

Canadian Grain Commission

see Agriculture and Agri-Food
Canada

Canadian Heritage

Room 400
Jules Léger Building
25 Eddy Street
Hull, Quebec
K1A 0M5
(819) 997-2874

- Canada Employment and Immigration Commission**
see Human Resources Development or Citizenship and Immigration
- Canada Labour Relations Board**
C.D. Howe Bldg., West Tower
240 Sparks Street
4th floor
Ottawa, Ontario
K1A 0X8
(613) 996-9466
- Canada Lands Company Limited**
see Public Works and Government Services Canada
- Canada Mortgage and Housing Corporation**
700 Montreal Road
Room C2-204
Ottawa, Ontario
K1A 0P7
(613) 748-2843
- Canada-Newfoundland Offshore Petroleum Board**
TD Place, 140 Water Street
Suite 500
St. John's, Newfoundland
A1C 6H6
(709) 778-1464
- Canada Nova Scotia Offshore Petroleum Board**
TD Centre, 6th Floor
1791 Barrington Street
Halifax, Nova Scotia
B3J 3K9
(902) 422-5588
- Canada Ports Corporation**
99 Metcalfe Street
Room 856
Ottawa, Ontario
K1A 0N6
(613) 957-6739
- Canada Post Corporation**
2701 Riverside Drive
Suite E0341
Ottawa, Ontario
K1A 0B1
(613) 734-6871
- Canadian Advisory Council on the Status of Women**
110 O'Connor St., 9th floor
Ottawa, Ontario
K1P 5M9
(613) 992-4975

Access to Information and Privacy Coordinators

Atomic Energy Control Board
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9
(613) 995-1221

Bank of Canada
234 Wellington St.
2nd Floor
Ottawa, Ontario
K1A 0G9
(613) 782-8537

Bureau of Pension Advocates
see Veterans Affairs Canada

Canada Council
350 Albert Street
9th Floor
Ottawa, Ontario
K1P 5V8
(613) 566-4380

Canada Deposit Insurance Corporation
50 O'Connor Street
17th Floor
Ottawa, Ontario
K1P 5W5
(613) 996-2082

Agricultural Products Board
see Agriculture and Agri-Food Canada
Agricultural Stabilization Board
see Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada
Sir John Carling Bldg.
Room 8107
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-5118

Atlantic Canada Opportunities Agency
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8
(506) 851-3845

Atlantic Pilotage Authority Canada
Suite 1402,
1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2
(902) 426-2550

You may consult **Info Source** publications and obtain copies of brochures on the Access to Information Act and the Privacy Act, at various locations within departments and agencies, such as the Office of the Access to Information and Privacy Coordinator and the library. If you would like to purchase a copy of this publication, please contact:

Canada Communications Group – Publishing
Telephone: (819) 956-4802
Fax: (819) 994-1498

For information on the **Info Source** database, please call:

**Information, Communications and Security Policy Division,
Treasury Board of Canada Secretariat**
(613) 957-2408

For information on subscribing to the **Info Source** database, please call:

QL Systems Limited
Toll Free: 1-800-387-0899
Telephone: (613) 238-3499
Fax: (613) 238-7597

You may also obtain information from the Offices of the Access to Information and Privacy Coordinators listed in the next pages.

Please Note: Privacy requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

to all of their personal information which they are entitled has the right to apply to the Federal Court – Trial Division.

You can write or call the Privacy Commissioner's office at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3

Telephone: 995-2410 in Ottawa-Hull
1-800-267-0441 (national toll free number)

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Privacy Coordinator's office should provide the answer.

For persons with disabilities: Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

Where to obtain more information

For more information about the Privacy Act, you may contact (please see note below):

Communications and Coordination Directorate
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5

Telephone: (613) 957-2400

- If you are a former federal employee, you should contact the National Personnel Records Centre, National Archives of Canada, Tunney's Pasture, Ottawa, Canada K1A 0N3.

There is no charge to apply for information under the Privacy Act.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the Privacy Act. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the Privacy Act are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The Privacy Act gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask. In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the Privacy Act. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential. The federal government must keep some personal information confidential under the Privacy Act, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the Privacy Act there are certain procedures to follow.

Obtain a Personal Information Request Form at any location where **Info Sources** are available.

- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Privacy Coordinator in your department or agency.

information by using **Info Source** or by making a formal request under the Privacy Act;

- a list of Privacy Coordinators, which is organized in the same order as the Table of Contents; and
- the description of the contents of Standard Banks – see definition below.

Chapters

There is one chapter for each federal government department or agency subject to the Privacy Act. Each chapter contains a list or a description of personal information banks relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

Standard Banks Standard Banks consist of administrative information which many government institutions maintain about their employees. Types of information include "Employee Personal Records", "Pay and Benefits" and "Training and Development". Not all government institutions require for each employee all the records described in the Standard Banks.

Central Banks These banks include information about employees from all or several government institutions. They are maintained by central agencies such as the Public Service Commission, the Treasury Board Secretariat and Public Works and Government Services Canada.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

Info Source (Sources of Federal Employee Information), will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the Privacy Act.

This book is a complementary volume to **Info Source (Sources of Federal Government Information)** which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the Access Register and the Index to Personal Information, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by bulletins and the **Guide to Sources of Federal Government Information**.

Inside Info Source

This **Info Source** book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The introduction includes:

- information about the terms used in this book, some essential points about the Privacy Act, and directions on how to locate

NOTE: The following titles have been affected by the restructuring of government.

Agriculture Canada

(see *Agriculture and Agri-Food Canada*)

Communications Canada

(see *Canadian Heritage, Industry Canada or Public Works and Government Services Canada*)

Consumer and Corporate Affairs Canada

(see *Agriculture and Agri-Food, Health Canada, Canadian Heritage or Industry Canada*)

Department of the Secretary of State of Canada

(see *Human Resources Development, Canadian Heritage or Public Works and Government Services Canada*)

Employment and Immigration

(see *Human Resources Development or Citizenship and Immigration*)

Energy, Mines and Resources Canada

(see *Natural Resources Canada*)

External Affairs and International Trade Canada

(see *Foreign Affairs and International Trade Canada*)

Forestry Canada

(see *Natural Resources Canada*)

Industry, Science and Technology Canada

(see *Industry Canada*)

Labour Canada

(see *Human Resources Development*)

Multiculturalism and Citizenship Canada

(see *Canadian Heritage or Citizenship and Immigration*)

Health and Welfare Canada

(see *Health Canada, Human Resources Development Canada or Canadian Heritage*)

Investment Canada

(see *Industry Canada*)

Office of the Comptroller General

(see *Treasury Board of Canada Secretariat*)

Procurement Review Board

(see *Canadian International Trade Tribunal*)

Public Works Canada

(see *Public Works and Government Services Canada*)

Supply and Services Canada

(see *Public Works and Government Services Canada*)

78	Office of the Commissioner of Official Languages.....	100
79	Office of the Grain Transportation Agency Administrator.....	101
80	Office of the Inspector General of the Canadian Security Intelligence Service.....	102
81	Office of the Superintendent of Financial Institutions Canada.....	102
82	Pacific Pilotage Authority Canada.....	102
83	Patented Medicine Prices Review Board.....	103
84	Pension Appeals Board.....	103
85	Privy Council Office.....	104
86	Public Service Commission of Canada.....	104
87	Public Service Staff Relations Board.....	119
88	Public Works and Government Services Canada.....	122
	(formerly <i>Public Works Canada and Supply and Services Canada; also programs of Communications Canada and the Department of the Secretary of State of Canada</i>)	
89	RCMP External Review Committee.....	124
90	RCMP Public Complaints Commission.....	125
91	Revenue Canada.....	125
92	Royal Canadian Mint.....	127
93	Royal Canadian Mounted Police.....	129
94	Security Intelligence Review Committee.....	136
95	Social Sciences and Humanities Research Council of Canada.....	136
96	Solicitor General Canada, Ministry Secretariat.....	137
97	St. Lawrence Seaway Authority, The.....	137
98	Standards Council of Canada.....	138
99	Statistics Canada.....	140
100	Status of Women Canada.....	141
101	Transport Canada.....	141
102	Transportation Safety Board of Canada.....	143
103	Treasury Board of Canada Secretariat.....	144
	(also <i>Office of the Comptroller General</i>)	
104	Veterans Affairs Canada.....	156
105	Western Economic Diversification Canada.....	156
106	Yukon Territory Water Board.....	156
50	Hazardous Materials Information Review Commission.....	62
51	Health Canada.....	63
	(formerly <i>Health and Welfare Canada; also programs of Consumer and Corporate Affairs Canada</i>)	
52	Human Resources Development Canada.....	65
	(formerly <i>Employment and Immigration; also programs of Health and Welfare Canada and the Department of the Secretary of State of Canada</i>)	
53	Immigration and Refugee Board.....	67
54	Indian and Northern Affairs Canada.....	68
55	Industry Canada.....	69
	(formerly <i>Industry, Science and Technology Canada and Investment Canada; also programs of Communications Canada and Consumer and Corporate Affairs Canada</i>)	
56	International Development Research Centre.....	71
57	Laurentian Pilotage Authority Canada.....	72
58	Medical Research Council of Canada.....	72
59	National Archives of Canada.....	73
60	National Arts Centre.....	77
61	National Capital Commission.....	77
62	National Defence.....	78
63	National Energy Board.....	91
64	National Farm Products Marketing Council.....	92
65	National Film Board of Canada.....	92
66	National Gallery of Canada.....	92
67	National Library of Canada.....	93
68	National Museum of Science and Technology.....	93
69	National Parole Board.....	93
70	National Research Council Canada.....	94
71	National Transportation Agency of Canada.....	95
72	Natural Resources Canada.....	96
	(formerly <i>Energy, Mines and Resources Canada and Forestry Canada</i>)	
73	Natural Sciences and Engineering Research Council of Canada.....	98
74	Northern Pipeline Agency Canada.....	98
75	Northwest Territories Water Board.....	99
76	Office of the Auditor General of Canada.....	99
77	Office of the Chief Electoral Officer.....	99

Table of Contents

Introduction

About Info Source	I
Inside Info Source	I
Privacy Act	III
Using Info Source quickly and effectively	V
Where to obtain more information	V
Privacy Coordinators	VII
Standard Bank Descriptions	XXII

Chapters

1 Agriculture and Agri-Food Canada..... <i>(formerly Agriculture Canada; also programs of Consumer and Corporate Affairs Canada)</i>	1
2 Atlantic Canada Opportunities Agency.....	7
3 Atlantic Pilotage Authority Canada.....	8
4 Atomic Energy Control Board	8
5 Bank of Canada.....	9
6 Canada Council.....	13
7 Canada Deposit Insurance Corporation	13
8 Canada Labour Relations Board	14
9 Canada Lands Company Limited.....	15
10 Canada Mortgage and Housing Corporation	15
11 Canada-Newfoundland and Offshore Petroleum Board.....	19
12 Canada-Nova Scotia Offshore Petroleum Board.....	19
13 Canada Ports Corporation	19
14 Canada Post Corporation	20
15 Canadian Advisory Council on the Status of Women	31
16 Canadian Centre for Management Development.....	32
17 Canadian Centre for Occupational Health and Safety.....	33
18 Canadian Commercial Corporation	33
19 Canadian Cultural Property Export Review Board	34
20 Canadian Dairy Commission	34
21 Canadian Film Development Corporation.....	34

22 Canadian Heritage..... <i>(formerly programs of the Department of Communications Canada, Consumer and Corporate Affairs Canada, Health and Welfare Canada, Multiculturalism and Citizenship Canada and Parks Canada)</i>	36
23 Canadian Human Rights Commission.....	37
24 Canadian International Development Agency	37
25 Canadian International Trade Tribunal.....	38
26 Canadian Museum of Civilization.....	39
27 Canadian Museum of Nature	39
28 Canadian Polar Commission	40
29 Canadian Radio-television and Telecommunications Commission	40
30 Canadian Saltfish Corporation.....	40
31 Canadian Security Intelligence Service	41
32 Canadian Space Agency.....	47
33 Canadian Wheat Board	47
34 Citizenship and Immigration	48
35 Copyright Board Canada	49
36 Correctional Investigator Canada, The	50
37 Correctional Service of Canada.....	50
38 Defence Construction Canada	51
39 Department of Finance Canada	52
40 Department of Justice Canada	52
41 Environment Canada	53
42 Export Development Corporation..... <i>(see also Canadian Heritage)</i>	53
43 Farm Credit Corporation Canada.....	56
44 Federal Business Development Bank.....	57
45 Federal Office of Regional Development (Quebec)	57
46 Fisheries and Oceans.....	58
47 Foreign Affairs and International Trade Canada	60
48 Freshwater Fish Marketing Corporation..... <i>(formerly External Affairs and International Trade Canada)</i>	62
49 Great Lakes Pilotage Authority Canada	62

© Minister of Supply and Services Canada 1994
Available in Canada through
your local bookseller
or by mail from
Canada Communication Group—Publishing
Ottawa, Canada K1A 0S9
Catalogue No. BT51-3/12-1995
ISBN 0-660-59777-2
ISSN 1188-7893

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